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OUR PROVINCIAL GOVERNMENT



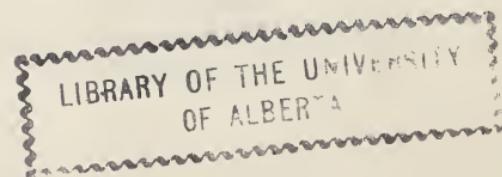
1964 EDITION

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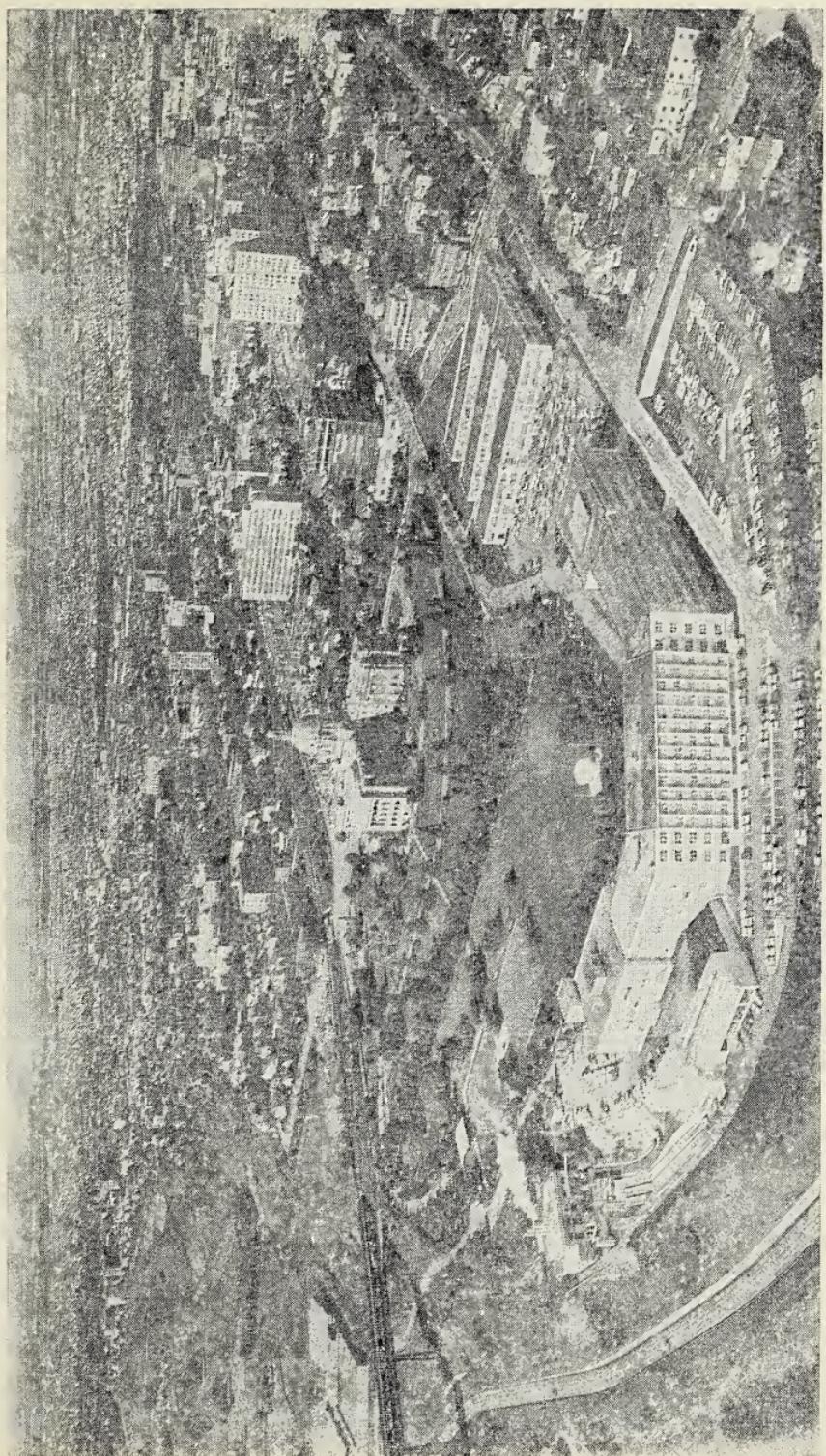
FOREWORD

This handbook on the Government of the Province of Alberta has been prepared with the co-operation of every branch and service of the Government, to assist the people of Alberta to become familiar with the many ways in which the Government serves and assists Alberta residents.

This is the ninth edition of this handbook, the previous editions having been published in 1946, 1949, 1952, 1954, 1955, 1956, 1958 and 1960.



An aerial view of the Legislative Grounds at Edmonton.



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INTRODUCTION

The Young Citizens of Alberta

One of the strongest and most natural desires common to all boys and girls is to belong, to feel at home somewhere. At home with the family, at school with your group of friends, in the community with your neighbors and acquaintances there is a feeling of **security and a friendliness** and a show of affection and loyalty that make life very pleasant. You have often heard people returning from a holiday say: "It's nice to be home again." That feeling of belonging expands, with the experience of travel and reading, beyond the bounds of the community to the whole province of Alberta and eventually to the homeland of Canada. You come to feel that you belong to Alberta and to Canada just as you belong at home, and something of the same pride and loyalty that is shown towards the home is extended to the Province and the Dominion. As members of this large community you are called Canadian citizens.

What does membership in this vast community mean to you besides the nice comfortable feeling of belonging somewhere? Your duties do not begin and end in singing "O Canada." Most of you belong to a sports club or are members of a church organization. Some of you are members of the executive and help to run these organizations. There are rules to be drawn up which must be read, understood and obeyed by all members of the group. Fees must be collected and accounted for. All members are expected to take an active part in the group's activities. If it is well run and well supported, it is a success; if not, the organization is a failure. You quickly discover that there are numerous problems attached to the running of a club or any other organization that brings a number of persons together. Different views will be expressed on the same subject. You learn not only to express your own opinion but also to listen to that of others. Sometimes you are called upon to modify your own ideas. You learn to respect the opinion of others and to learn from them. Although you are already aware of the existence of rules and regulations, your experiences as members of a club will prove to you their necessity for the harmonious working of any organization.

Our provincial government is similar to your club executive. It is appointed to make rules and regulations, which are called laws, and to look after the affairs of the province, which is a very large organization of which you are all members. Some form of government has always been necessary where people live together in a community. The highly developed community life today with its swift transport, health services, schools, factories, and other components, requires a vast body of laws to keep it running smoothly. Traffic cannot move safely along the highways unless all obey the rules of the road. The health of the community depends upon the proper disposal of waste, proper sewage, a good water supply, clean, wholesome conditions in food stores and

restaurants, the isolation of sick persons, and other requirements. Taxes and license fees must be collected to meet the expenses of these services. The laws drawn up by our government to meet these situations are for the benefit of all members of the community, province or dominion.

In your villages, towns, cities, municipalities and counties, councils are elected; in the provinces and the dominion, legislative assemblies are voted into office to draw up the rules which you as members must obey. In a democracy these rules are made by representatives on behalf of the people. The power given to those councils and legislative assemblies is called government. Since this government is so closely bound up with your lives now (because at the age of nineteen all young Albertans are called upon to take an active part in choosing the persons who are to represent them in the provincial government), it is the duty of every student to examine the machinery of the government and to find out how it works and what it does. Only the slave accepts government without question. Those who steadfastly believe in the democratic way of life, which is the only highway to greater personal liberty, must understand the functions of government in order to adopt that intelligent critical appreciation of all governmental action which alone can bring about the best and most democratic form of government.

What Democracy Means to Us

Many of the words we use in describing the various forms and functions of government and politics — the art and science of government — come from the Greek language. **Democracy** is made up of the two Greek words, **Demos** meaning people and **Kratos** meaning power. Democracy as a form of government was first practiced by the Greeks. Citizens of the city-state of Athens assembled at regular intervals to make and administer their own laws. This is called a direct democracy because the citizens themselves were the legislators, administrators and the judges. Two important features of the ancient Greek civilization which are not to be found in the modern democratic state — the smallness of the city state and the leisure of its citizens — rendered possible this direct democracy. Athens covered a small area in the peninsula of Attica and every Athenian was a man of leisure, because all labor was supplied by slaves. All aliens, slaves and women were excluded from citizenship. This democracy was practiced and enjoyed only by the privileged few and has little in common with our modern conception of a democratic way of life. Following the decline of Greek civilization, during the flourishing days of the Roman empire, and during the Middle Ages, democracy was eclipsed by absolute monarchy.

The roots of our Canadian democracy are to be found in the many isolated struggles of those men of courage and determination who fought against tyranny and oppression with pen and sword, some suffering a martyr's death, some banishment, many death in the field of battle, but all leaving behind, for the cause of freedom and democracy, works which will never perish. The following legislation which resulted from these struggles has been a beacon on our path to democratic government.

1. The **Magna Carta** of the year 1215 which laid the foundation of a fair trial by jury.
2. The **Habeas Corpus Act** of 1679 which protects the citizen from being kept in prison without trial.
3. The **Bill of Rights** of 1689 which allows the subject the right to petition the King.
4. The **Reform Bills** of the nineteenth century which widened the franchise and gave votes to the working man.
5. The combined efforts of individuals and organized societies during the 19th and early 20th centuries to obtain the vote for women, which ended after long and bitter opposition in granting of full privileges of citizenship to women. In 1916, all Canadian provinces with the exception of Quebec recognized women's suffrage and the Dominion government granted this same right in 1918. The women of Quebec were finally given the vote in the provincial election in 1942.

If we are asked to define democracy in a few words what is our answer to be? Of the many definitions given by statesmen

and writers the most adequate, modern one is that democracy is a form of government that enables the people to obtain the results they want.

Democracy, we can perceive from this description, is not just a privilege. It is a responsibility. It is, in a limited sense, a form of government that will run smoothly and perform well only for a people who are ready to accept the responsibility. Only educated people are responsible people. Can we trust the ignorant and uneducated voter to choose our representative in parliament? No. Every voter must be well informed and able to understand the general problems and needs of the people of the province, and so choose candidates best equipped to serve and carry out the will of the people.

THE GOVERNMENT OF ALBERTA

How It Began

On September 1st, 1905, Edmonton's population of about ten thousand, together with visitors from all parts of the west, gathered at the fair ground on the river flats to greet a number of distinguished visitors who had travelled from Ottawa to attend a very important ceremony. There were no buildings in Edmonton large enough to accommodate such a crowd and so under a bright September sky on the banks of the Saskatchewan River, Governor General Earl Grey, Countess Grey, Prime Minister of Canada Sir Wilfrid Laurier and other officials mounted a platform to officiate at the birthday of Alberta. That summer at Ottawa Parliament had passed THE ALBERTA ACT and THE SASKATCHEWAN ACT which provided for the creation of two new provinces to be carved out of that part of the North West Territories lying between Manitoba and British Columbia. At the ceremony which marked the birth of our province, goodwill speeches were made by Earl Grey and Sir Wilfrid Laurier in which they forecast a bright future for the province. The developments that have taken place in Alberta since then would no doubt astound these two men were they to visit our province today. When Mr. G. H. V. Bulyea was sworn in as the first Lieutenant-Governor, guns from the hill overlooking Fort Edmonton saluted him. Guns are still fired from this same spot but the old fort has gone and on the hill now stand the Legislative Buildings.

The next day (September 2nd, 1905) Mr. Bulyea, exercising the power and privileges given to him by The Alberta Act, called upon Mr. A. C. Rutherford, of Strathcona, leader of the Liberal party, to form a government. It was a cabinet or council of five members, as follows:

Premier	}	Mr. A. C. Rutherford
Minister of Education		
Provincial Treasurer		
Attorney General		Mr. C. W. Cross
Minister of Public Works		Mr. W. H. Cushing
Minister of Agriculture	{	Mr. W. T. Finlay
Provincial Secretary		
Minister Without Portfolio		Mr. L. G. DeVeber

Later that year an election was held and the Liberal party captured 22 of the 25 seats in the Legislative Assembly. The Rutherford government remained in power until the Premier resigned in 1910.

The Province of Alberta with an area of 255,825 square miles had at its birth a population of about 185,412 and an unknown wealth of undeveloped natural resources. By 1914, immigration had swelled the population to 373,000 and by 1964 to more than 1,440,000. The young province has seen not only a fourteen-fold increase in population. Modern industrial cities have made their

appearance; large towns have sprung up; important oil fields and coal mines have been opened up; good roads link our towns and cities; landing grounds and air fields have been erected and many churches and cathedrals have been built. Great economic, social and cultural strides have been made during the short life of our province and with these advances have come all the problems and complexities of modern society.

Today our government is not a cabinet of five members with a small staff of perhaps one hundred civil servants: it has grown to meet the increasing demand of modern society.

CABINET MINISTERS

1905	1964
Premier	Premier
Minister of Education	Attorney General
Provincial Treasurer	Provincial Treasurer
Attorney General	Provincial Secretary
Minister of Public Works	Minister of Agriculture
Minister of Agriculture	Minister of Labour
Minister without Portfolio	Minister of Education
	Minister of Highways
Cabinet of 5 members	Minister of Industry and Development
Members of Legislative Assembly 25	Minister of Lands and Forests
Civil Servants (approx.) 100	Minister of Mines and Minerals
	Minister of Municipal Affairs
	Minister of Health
	Minister of Public Welfare
	Minister of Public Works
	Minister of Telephones
	Ministers without Portfolio
	Cabinet of 15 members
	Members of Legislative Assembly 63
	Civil Servants (approx.) 11,000

Electoral Districts

Our government is called a representative government because we govern ourselves by means of an elected representative whom we commonly refer to as our M.L.A. or "Member of the Legislative Assembly." We elect a representative for a period of five years only, although the legislative assembly may be dissolved before the end of the five-year term. At the end of five years, or following the dissolution, there must be another election, when the voters can either send the same member back to the legislative assembly as their representative, or, if not satisfied, can elect another representative who is prepared to carry out their wishes. For the purpose of elections the Province is divided into electoral districts or constituencies with as nearly as possible the same number of voters in each division. The size of the electoral district therefore depends upon the density of the population. Large cities such as Edmonton and Calgary send ten and eight members respectively while smaller cities such as Lethbridge, and rural areas of varying sizes, send one member to the legislative assembly.

Turn to page 23 where there is a list of electoral districts in Alberta and the names of the members. Underline the name of your district and the name of your representative.

Who Are The Electors?

Every man or woman who is a Canadian citizen or British subject, who has reached the age of 19 years and has lived in Alberta for twelve months preceding the date on which election proceedings begin, and on that day was ordinarily a resident of the electoral division in which he or she seeks to vote, is entitled to vote in the provincial election unless he or she is:

- (a) a judge of the Supreme Court or a district court;
- (b) a person, wholly or partly of Indian blood and ordinarily resident on an Indian reservation, who is entitled to receive any annuity or other benefit under any treaty with the Crown in the right of Canada, unless he was a member of Her Majesty's Forces during World War I or World War II or was a member of the Canadian Forces who served on active service subsequent to the ninth day of September, 1950;
- (c) a person disqualified from voting under The Election Act or any Act relating to corrupt practices;
- (d) a person undergoing punishment as an inmate of a penal institution for the commission of any offence;
- (e) a person who is a patient in a mental hospital or school for mental defectives.

The People for Whom We Vote

The candidates who seek our votes in a provincial election must be electors of the full age of 21. They usually belong to an organized political party such as the Conservative, Liberal, Social Credit, or New Democratic Party. Each party has its own ideas and methods of conducting the affairs of the Province. These are offered to the electors as the party platform.

Prior to the election, the political parties hold conventions in the electoral division at which party members choose candidates to stand for election to the Legislative Assembly. The name of the candidate thus chosen is written on a nomination form, signed by four or more electors and sent to the Returning Officers of the electoral division fourteen days before election day, together with \$100. This money is returned to the candidate if he is elected or receives at least one-half of the total number of votes polled in the case of single-member constituency, and one-half of the number of votes in the case of a multi-member constituency. Any four or more electors may nominate a candidate by signing before a Justice of the Peace, Commissioner for Oaths, Notary, or the Returning Officer a nominating form, with the consent of the candidate, and by depositing \$100. This deposit is required in order to dissuade those from seeking office who have little or no chance of being elected.

When the candidates have been selected by their respective parties, the election campaign begins. The local newspapers, local political clubs and organizations all take a hand in broadcasting the

platforms of the particular party they are interested in. In this political arena parties and candidates challenge each other as they lay their case before the public. The elector can tune in to political speeches, attend public meetings, and read the newspapers and circulars. From these he should be able to find out what issues are at stake and judge the merits of each party and candidate. The intelligent elector is not deceived by extravagant promises made by candidates who have neither the power nor the intention of carrying them out, nor is he flattered by the back-slapping and baby-kissing that is sometimes a part of the election campaign. Voting should be a purely intellectual process in which the elector exercises his power of judgment, and not an emotional process in which he gives way to feelings. While in the smaller details there will never be a unanimous opinion, all Albertans should be united in their desire for an honest, democratic form of government.

Election Day in Alberta

In The Election Act we can find the regulations governing the provincial election. Not less than 39 nor more than 49 days before election day the Lieutenant-Governor signs an Order-in-Council which proclaims the election, names a returning officer for each electoral division and sets the date for the nomination of candidates, and the date of election day, which is fourteen days after nomination day. The returning officer is placed in charge of all election proceedings in the electoral division. He sees that proclamations are posted announcing the place and time fixed for the nomination of candidates, the time and place of polling day, the boundaries of each polling subdivision, the time when, and place where the election results will be announced. He divides the electoral division into polling sub-divisions for the convenience of the electors and appoints a deputy returning officer and poll clerk for each polling subdivision. Two persons are appointed in every urban polling subdivision, and one in every rural polling sub-division, to make up a list of electors. These are called enumerators. Names may be added to the list on polling day in rural electoral divisions only.

At last election day arrives. Polling places have been set up in schools, empty stores, community halls, church basements, etc. Booths have been arranged in which the voter can mark his ballot privately (for we must remember that it is a secret ballot), and a ballot box, strongly made and fitted with a lock and key, is provided. The deputy returning officer is in charge of the polling place. As each elector enters the polling place, his name is checked on the list of electors and he is given a ballot paper on which is printed the names of candidates, in alphabetical order according to surnames, with their addresses and political affiliations. At the same time the deputy returning officer instructs the voter how to mark his ballot paper as follows: "Mark the ballot by placing an X opposite the name of the candidate of your choice." If a ballot paper is placed in the box incorrectly marked, then the vote is lost, for the ballot must be rejected.

When the polling place closes the count begins. The deputy returning officer sorts out and adds up the number of votes for

each candidate. The first results may then be announced to the public.

Next day election results appear in the local papers. Headlines proclaim the victory or defeat of the various political parties. Within a few days we read the complete list of successful candidates. Generally, one party has a larger number of elected candidates than the other. This party is said to have obtained a majority and thus forms the next government.

The ballot boxes are then forwarded to the Returning Officer who, in the presence of the candidates or their agents, proceeds to check the statements of the deputy returning officers and makes the final addition of the votes for each candidate.

On the tenth day after polling day he declares as duly elected the candidate or candidates having received the largest number of votes.

He then prepares his official statement which he holds for yet another ten days to allow an application to be made for an appeal, recount or final addition of the votes. If no such application is made he then sends to the Clerk of the Executive Council the above-mentioned statement along with all the ballot boxes and election material.

HOW THE PROVINCIAL GOVERNMENT IS MADE UP

Relation Between the Provincial and Dominion Governments

Although in this handbook we are concerned only with the work of our provincial government in Alberta, we must bear in mind that each of the other ten provinces in Canada has a similar government and that there is a central, Federal government at Ottawa. In Canada, then, we have two parliamentary institutions, the Federal Government and the Provincial Government. The BRITISH NORTH AMERICA ACT, which was passed by the British parliament in 1867, made Canada a Dominion, giving her a federal system of government similar to that of the United States of America. Only so far as our governmental system is federal does it resemble the American system. In other respects it follows the British system of government. Under a federal system, the function of government is carried on at two levels. The Dominion government, generally speaking, is authorized to look after state affairs which concern the country as a whole and the Provincial government is concerned with the welfare of the Province. The scope of each of these two governments is laid down in sections 91 and 92 of the British North America Act. Canada is such a vast country that each province by its geographical position and climatic conditions has a diversity of economic problems which can only be solved locally. Then, too, there are social and cultural differences between various groups such as English-speaking and French-speaking Canadians which in a democratic country necessitate freedom in the management of local affairs. But Canada is no longer the

pioneering country of 1867 when the B.N.A. Act was signed. She has become an industrialized country. Millions of acres of land have been broken and cultivated to produce grain and other food-stuffs, her natural resources have been developed, industries have been built up, and Canada is now active in world markets. Her population has increased. Today, after playing an important and honorable role in two world wars, Canada stands a young, vigorous nation, and is recognized as such by the great nations of the world.

These great changes which have taken place since 1867 were not anticipated in the B.N.A. Act. They have given rise to many perplexing problems which have been the subject of Dominion-Provincial conferences. For instance, during the economic depression which began in 1929, certain provinces suffered greatly. They who were, therefore, in most need for social services to alleviate the distress caused by unemployment and low prices, were least able to provide these services. According to the provisions of the B.N.A. Act the provinces had the authority to supply social services and education, but only the Dominion had sufficient revenues to support these services. The Dominion government now makes annual grants of money to each province to help meet the high cost of providing such services as health, welfare, technical education and pensions. These grants are made in return for provincial abandonment of certain fields of taxation.

THE BRITISH NORTH AMERICA ACT, 1867

Section 91

Legislative Authority of Parliament of Canada 91. It shall be lawful for the Queen, by and with the advice and consent of the Senate and House of Commons, to make laws for the peace, order, and good government of Canada in relation to all matters not coming within the classes of subjects by this Act assigned exclusively to the Legislatures of the Provinces; and for greater certainty, but not so as to restrict the generality of the foregoing terms of the Section, it is hereby declared that (notwithstanding anything in this Act) the exclusive Legislative Authority of the Parliament of Canada extends to all matters coming within the classes of subjects next hereinafter enumerated, that is to say:

1. The Public Debt and Property:
2. The regulation of Trade and Commerce:
3. The raising of money by any mode or system of taxation:
4. The borrowing of money on the Public Credit:
5. Postal Service:
6. The Census and Statistics:
7. Militia, Military and Naval Service, and Defence:
8. The fixing of and providing for the Salaries and Allowances of Civil and other Officers of the Government of Canada:
9. Beacons, Buoys, Lighthouses and Sable Island:
10. Navigation and Shipping:
11. Quarantine and the establishment and maintenance of Marine Hospitals:
12. Sea Coast and Inland Fisheries:

13. Ferries between a Province and any British or Foreign country, or between two Provinces:
14. Currency and Coinage:
15. Banking, Incorporation of Banks, and the issue of Paper Money:
16. Savings Banks:
17. Weights and Measures:
18. Bills of Exchange and Promissory Notes:
19. Interest:
20. Legal Tender:
21. Bankruptcy and Insolvency:
22. Patents of Inventions and Discovery:
23. Copyrights:
24. Indians and Lands reserved for the Indians:
25. Naturalization and Aliens:
26. Marriage and Divorce:
27. The Criminal Law, except the Constitution of the Courts of Criminal Jurisdiction but including the Procedure in Criminal Matters:
28. The establishment, maintenance, and management of Penitentiaries:
29. Such Classes of subjects as are expressly excepted in the enumeration of the Classes of Subjects by this Act assigned exclusively to the Legislatures of the Provinces.

And any matter coming within any of the Classes of Subjects enumerated in this section shall not be deemed to come within the Class of matters of a local or private nature comprising in the Enumeration of the Classes of Subjects by this Act assigned exclusively to the Legislatures of the Province.

Section 92

Subjects of Exclusive Provincial Legislation

92. In each Province the Legislature may exclusively make laws in relation to matters coming within the Classes of Subjects next hereinafter enumerated; that is to say:

1. The amendment from time to time, notwithstanding anything in this Act, of the Constitution of the Province, except as regards the Office of Lieutenant-Governor:
2. Direct Taxation within the Province in order to the raising of a Revenue for Provincial Purposes:
3. The borrowing of money on the sole credit of the Province:
4. The establishment and tenure of Provincial Offices, and the appointment and payment of Provincial Officers:
5. The management and sale of the Public Lands belonging to the Province, and of the timber and wood thereon:
6. The establishment, maintenance, and management of public and reformatory prisons in and for the Province:
7. The establishment, maintenance and management of Hospitals, Asylums, Charities, and Eleemosynary Institutions in and for the Provinces, other than Marine Hospitals:
8. Municipal Institutions in the Province:
9. Shop, Saloon, Tavern, Auctioneer, and other Licenses, in order to the raising of a Revenue for Provincial, Local, or Municipal purposes:
10. Local works and undertakings, other than such as are of the following classes:
 - (a) Lines of Steam and other Ships, Railways, Canals, Telegraphs, and other works and undertakings connecting the Province with any other or others of the Provinces, or extending beyond the limits of the Province:

- (b) Lines of Steam Ships between the Provinces and any British or Foreign Country;
- (c) Such works as although wholly situate within the Province, are before or after their execution declared by the Parliament of Canada to be for the general advantage of Canada or for the advantage of two or more of the Provinces:

11. The Incorporation of Companies with Provincial Objects;
12. The Solemnization of Marriage in the Province;
13. Property and Civil rights in the Province;
14. The Administration of Justice in the Province, including the constitution, maintenance, and organization of Provincial Courts, both of Civil and of Criminal Jurisdiction, and including procedure in civil matters in the Courts;
15. The imposition of punishment by fine, penalty, or imprisonment for enforcing any Law of the Province made in relation to any matter coming within any of the classes of subjects enumerated in this Section;
16. Generally all matters of a merely local or private nature in the Province.

Dominion-Provincial Relations

In 1937, the Dominion government appointed a Royal Commission, afterward called the ROWELL-SIROIS COMMISSION (Mr. Rowell and Mr. Sirois were the two leading men on the Commission), to investigate Dominion-Provincial relations. A very thorough survey of the Canadian economy, covering two and a half years, was made, and a report with certain recommendations made to the Dominion government. Canada was involved in World War II by the time the report was presented and in her united national effort to win the war Dominion-Provincial relations became a minor concern. Since the war, each province again has become concerned with its own problems, and the question of Dominion-Provincial relations is once more in the limelight. There must be an amiable relationship between these two levels of government if we are to have an effective democratic government in Canada.

The Organization of Our Government

The governing body of our Province has two branches:

1. The legislative, or law-making branch, which is composed of the Cabinet Ministers, members of the Legislative Assembly and the Lieutenant-Governor.
2. The Executive, or law-administering branch, which is composed of the Cabinet-Ministers, who sit as the Executive Council, and the Lieutenant-Governor.

Lieutenant-Governor

The Lieutenant-Governor is the representative of the Queen, and is the formal head of the government. He is appointed by the Dominion Government for a term of five years. Although he is part of the legislative and the executive branches of our government, he takes no active part in our government but acts on the advice of his Executive Council. All order-in-council must bear the signature of the Lieutenant-Governor, because our laws are made in the name of the Queen, who bears the title — Elizabeth the Second, by the Grace of God, of the United Kingdom, Canada, and

Sergeant
at Arms

Bar

The
Opposition

Mace

Table
of
the
House

Premier
and
Cabinet Members

Government Members

Government Members

Clerk of
Assembly

Speaker

Seating Plan of the Alberta Legislative Assembly

her other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith. The opening passage of any Alberta Act reads: "Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Alberta, enacts as follows:"

The duties of the Lieutenant-Governor are:

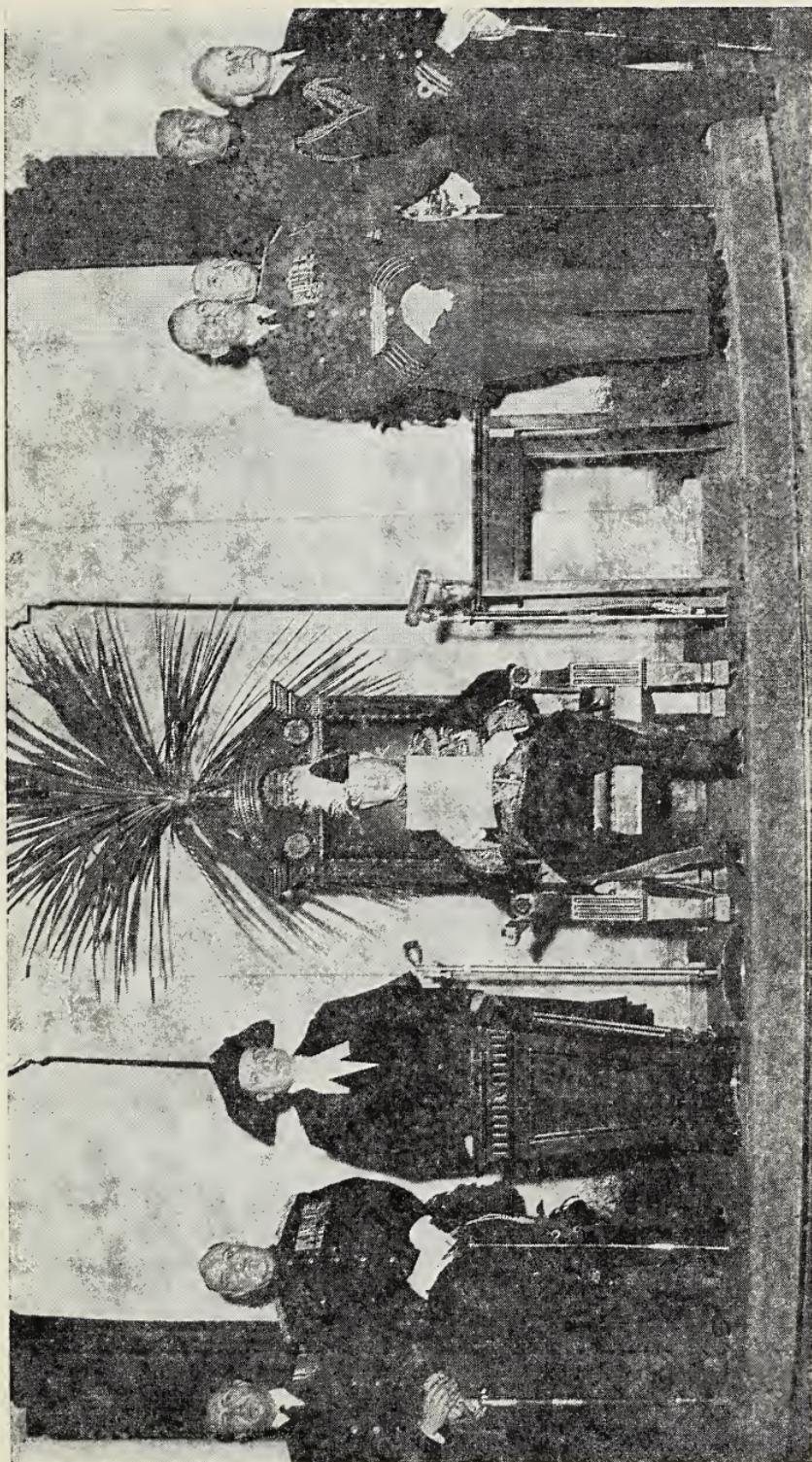
- (a) To act as ceremonial head of the government, performing the opening and proroguing ceremonies of the legislature and many other official duties throughout the province.
- (b) To act as the social head of the province giving leadership in such fields of endeavour as the arts, youth movements, charities, social services, etc. To entertain government officials and important visitors to Alberta.
- (c) To assent to all legislation passed by the provincial government or to reserve judgment and refer it to the Governor-General. (Up to the present only 65 Bills have been revised out of the thousands that have been passed by the provincial governments.)

The Premier and His Executive Council

At the conclusion of an election such as we have examined in the earlier pages of this handbook, the leader of the party elected with a majority is called upon by the Lieutenant-Governor to form a cabinet. This party leader becomes the Premier and is the real head of the Provincial Legislature. He chooses from amongst the elected members of his party a small group of persons with special ability who are prepared to work harmoniously with him. The Premier and his cabinet are the Executive Council. This Council is empowered by the Legislative assembly to administer laws passed by this assembly.

The principal functions and duties of the Executive Council are:

- (a) To give active leadership in forming a provincial policy on all matters concerning the province.
- (b) To carry out a wide variety of executive acts, usually by means of orders-in-council.
- (c) To supervise the work of the government department. Each minister is the head of a department for which he is the spokesman.
- (d) To control the order of business of the legislative assembly.
- (e) To introduce all new legislation affecting public affairs. Bills introducing such legislation are called Public Bills. The Premier writes the speech from the throne in which is outlined the business of the session.



His Honor the Lieutenant Governor reads the Speech from the Throne at the opening of Legislature, flanked by the Speaker and representatives of the armed forces.

The Legislative Assembly

The Legislative Assembly consists of the 63 elected representatives voted into power by the citizens of the province.

The chief functions and duties of the members of this assembly are:

- (a) To speak for the people they represent on all matters that come before the Assembly.
- (b) To give or withhold their approval to legislation.
- (c) To supervise the work of the government by asking questions of the cabinet ministers and by examining financial statements, orders-in-council, departmental estimates, etc.

HOW ALBERTA LAWS ARE MADE

Opening the House

In the month of February each year, the legislative building in Edmonton, which was chosen as the capital of the Province because of its central position, is the scene of an impressive ceremony. A guard of honor composed of members of local military, naval and air force units is drawn up outside of the building. The Lieutenant-Governor arrives in state dress accompanied by high ranking officers. The artillery fire a salute as the Queen's representative enters the building to open the session of the legislature. In the legislative chamber the Lieutenant-Governor reads the speech from the throne which has been prepared for him by the Executive Council. This speech summarizes the business which the government intends to lay before the House during the session. Having delivered his speech the Lieutenant-Governor retires, leaving the Legislative Assembly to conduct the work in hand.

Let us glance for a moment at the Legislative Chamber. It is a lofty hall, surrounded on four sides by a gallery. At one end of the chamber is a raised platform, on which is seated in a dignified position a man wearing a black gown. He is the Speaker and is there to enforce the rules of parliamentary procedure. All discussion is addressed to the Speaker. In front of the Speaker in the centre of the Chamber is a long table. On this table is the mace, which is the symbol of authority of the Legislative Assembly. The Sergeant-at-Arms carries the mace before the Speaker when he enters the Chamber. It rests on the table while the House is in session and is removed when the Speaker leaves the Chamber. Chairs and desks line the two sides of the Chamber. Those on the Speaker's right are occupied by the Cabinet and its supporters, who are called the Government, while those on the left are members who belong to other parties and are called the Opposition.

Procedure

Having listened to the speech from the throne, the members are formed into standing committees for the duration of the

Session. These committees each deal with a particular subject such as Public Accounts, Agriculture, Municipal Law, Private Bills, etc. Then follows a debate on the speech from the throne.

The main business of the session centers around:

1. The debate on the speech from the throne.
2. The budget speech delivered by the Provincial Treasurer, which involves the discussion of estimates for public works, and services which the government intends to carry out during the year.
3. The reports from each of the departments, given by the respective ministers during either the above debate or the budget speech.
4. The introduction of Bills which must pass through three readings before they are accepted and become law. This work is usually done by the committee of the whole House. For this committee work the Speaker leaves the chair and the rules of parliamentary procedure are set aside and the bills are discussed clause by clause.

The public may, at all times while the House is in session, sit in the Public Gallery of the Chamber and listen to the business under discussion.

The Cabinet — Department Heads

The executive branch of our government is divided into 15 Departments. These Departments are directed by thirteen ministers. The size of the Cabinet varies according to the wishes of the Premier. Sometimes the Cabinet contains members who have not been assigned to any particular Department but are employed on general duties. These are called Ministers Without Portfolio. Unlike the other members of the Legislative Assembly who appear at the capital only for the duration of the session which usually lasts eight weeks, the Ministers are occupied the year round in the Departments or when meeting in a body as the Executive Council.

Each Department was brought into being by an Act which defines the duties and responsibilities of the Minister of the Department. We must note here that all laws when passed are assigned to a particular Department for administration. For example, all Acts concerning education are assigned to the Department of Education for administration. Let us suppose that a law was passed making the school-leaving age sixteen years. This would be an amendment to our SCHOOL ACT and the Minister of Education would be responsible through his Department for the enforcement of this new law.

The Cabinet is essentially a flexible organization. It changes to meet the requirements of the times. New Departments are created to serve new conditions and old ones no longer needed are abolished.

Good examples of the growth of a Cabinet have been seen in Alberta in recent years. The Department of Lands and Mines was

split into the Department of Mines and Minerals and the Department of Lands and Forests. Again in 1951, Highways were separated from the Department of Public Works, and a new Department of Highways was formed. In this way the government is able to meet increasing volume of work necessitated by the rapid growth of our province. In 1959, the Department of Economic Affairs disappeared and in its place there was organized two new departments: the Department of Industry and Development and the Department of Labour.

The Civil Service

There is a certain uniformity in the organization of the Department. Each one is headed by a Minister who assumes the title of "The Honourable." He is, as we have seen, appointed by the Premier and can be dismissed by him. He remains in office, then, only as long as his party is in power or until Premier sees fit to replace him. In other words there is always a change of Ministry whenever a different party gets into power.

The Departments are divided into branches, divisions or commissions, each concerned with one particular aspect of the work of the Department. Every Department has a permanent staff of officials, experts, accountants, and clerks who work under the Ministers. This body of permanent government employees is called the Civil Service. The chief permanent official is called the Deputy Minister and must be an expert and prominent man in his particular field. Thus, our Deputy Minister of Education is a well-trained, experienced teacher and educationist who understands the educational needs of Alberta's students. Our Deputy Minister of Public Health is a doctor with many years of experience in Public Health services. We shall meet the experts in each Departments one by one. The hiring of most civil servants is done through the office of the Director of Personnel. He receives and files all applications, checks the qualifications of technicians and professionally trained men, grades and classifies certain employees, and generally looks after the efficiency and welfare of the civil servants.

Lieutenant Governor of Alberta — Hon. Dr. J. Percy Page
MEMBERS OF THE LEGISLATIVE ASSEMBLY — PROVINCE OF ALBERTA, FEBRUARY, 1964

Name	Address	CABINET MINISTERS	Pol. Affil.	Constituency
Manning, Hon. Ernest C.	Premier, President of Council and Attorney General	Premier, President of Council and Attorney General	S.C.	Strathcona East
Hooke, Hon. Alfred J.	Minister of Municipal Affairs	Minister of Municipal Affairs	S.C.	Rocky Mountain House
Taylor, Hon. Gordon E.	Minister of Highways	Minister of Highways	S.C.	Drumheller—Gleichen
Aalborg, Hon. Anders O.	Minister of Education	Minister of Education	S.C.	Alexandra
Halmrast, Hon. Leonard C.	Minister of Public Welfare	Minister of Public Welfare	S.C.	Taber—Warner
Willmore, Hon. Norman A.	Minister of Lands and Forests	Minister of Lands and Forests	S.C.	Edson
Hinman, Hon. Edgar W.	Provincial Treasurer	Provincial Treasurer	S.C.	Cardston
Colborne, Hon. Fred C.	Minister of Public Works	Minister of Public Works	S.C.	Calgary Centre
Patrick, Hon. Russell A.	Minister of Mines and Minerals and Minister of Industry and Development	Minister of Mines and Minerals and Minister of Industry and Development	S.C.	Lacombe
Reiersen, Hon. Raymond	Minister of Labour and Minister of Telephones	Minister of Labour and Minister of Telephones	S.C.	St. Paul
Ross, Hon. Dr. J. Donovan	Minister of Health	Minister of Health	S.C.	Strathcona Centre
Strom, Hon. Harry E.	Minister of Agriculture	Minister of Agriculture	S.C.	Cypress
Hollowach, Hon. Ambrose	Provincial Secretary	Provincial Secretary	S.C.	Edmonton Centre
McLaughlin, Hon. Ira	Minister without Portfolio	Minister without Portfolio	S.C.	Grande Prairie
Wilson, Hon. Ethel S. (Mrs.)	Minister without Portfolio	Minister without Portfolio	S.C.	Edmonton North
MEMBERS				
Aloisio, Antonio	Perryvale	Athabasca	S.C.	
Baker, Floyd M.	11512-137 St., Edmonton	Clover Bar	S.C.	
Benoit, Edward P.	Nanton	Okotoks—High River	S.C.	
Clark, Robert C.	Box 338, Castairs	Olds—Didsbury	S.C.	
Cooper, Ashley	Vernillion	Vermilion	S.C.	
Davidson, Roy L.	Three Hills	'Thrice Hills	S.C.	
Delday, William	Brooks	Bow Valley—Empress	S.C.	
Dickie, William	4719-14A St., S.W., Calgary	Calgary Clemmore	Lib.	
Dixon, Hon. Arthur J.	447 Brunswick Ave., Calgary	Calgary South	S.C.	
Ells, Roy	High Prairie	Grouard	S.C.	
Everitt, Keith	Bon Accord	St. Albert	S.C.	
Fimrite, Adolph O.	Wanham	Spirit River	S.C.	
Fleming, Donald S.	1536-29 Ave., S.W., Calgary	Calgary West	S.C.	

French, C. Keith	Hanna	Hand Hills—Acadia	S.C.
Gainer, Francis Leo	Banff	Banff—Cochrane	Coalition
Geldart, S. Gordon (Dr.)	8811-148 St., Edmonton	Edmonton West	S.C.
Gerhart, Edgar H.	11704-135B St., Edmonton	Edmonton North West	S.C.
Gordey, Alex W.	Vegreville	Vegreville—Bruce	S.C.
Hartley, James	Box 142, Fort Macleod	Macleod	S.C.
Heard, Lou W. (Dr.)	11748-81 St., Edmonton	Edmonton North East	S.C.
Henderson, James D.	Devon	Leduc	S.C.
Hillman, Jack C.	Forestburg	Sedgewick—Coronation	S.C.
Horan, John	9617-156 St., Edmonton	Edmonton—Jasper Place	S.C.
Johnston, Charles E.	1303-7 St., N.W., Calgary	Calgary—Bowness	S.C.
Johnston, Glen F.	Ponoka	Pembina	S.C.
Jorgenson, Robin D.	11130-73 Ave., Edmonton	Pincher Creek—Crownest	S.C.
Kovach, William	Hilcrest	Bonnyville	S.C.
Lamotte, Romeo B.	Bonnyville	Lethbridge	S.C.
Landeryou, John C.	2013-5 Ave., S., Lethbridge	Calgary—Queen's Park	S.C.
Leavitt, Lee	27 Rosary Drive, Calgary	Dunvegan	S.C.
Lee, Ernest	Worsley	Medicine Hat	S.C.
Leinweber, Harry C.	481-7th St., N.W., Medicine Hat	Calgary East	S.C.
Ludwig, Albert	2220-8 St., N.E., Calgary	Lac La Biche	Lib.
Maccagno, Michael	Lac La Biche	Strathcona West	S.C.
McKinnon, Randolph H.	10647-66 Ave., Edmonton	Willingdon—Two Hills	S.C.
Melnyk, Nicholas A.	Andrew	Peace River	S.C.
Montgomery, Euell F.	Brownvalc	Stettler	S.C.
Norris, Galen C.	Erskine	Lac Ste Anne	S.C.
Patterson, William	Roselea	Wainwright	S.C.
Ruste, Henry A.	Box 940, Wanwright	Camrose	S.C.
Sayers, Chester I.	Meeting Creek	Redwater	S.C.
Senych, Michael	Thorhild	Calgary North	S.C.
Simpson, Robert	5415 Thornton Road, Calgary	Little Bow	S.C.
Speaker, Raymond Albert	Enchant	Wetaskiwin	S.C.
Strohschein, Albert W.	Box 1585, Wetaskiwin	Edmonton—Norwood	S.C.
Tomyn, William	5517-111 Ave., Edmonton	Red Deer	S.C.
Ure, William	Delburne	Stony Plain	S.C.
Wood, Cornelia R. (Mrs.)	Vernon Plain		
S.C.—60; Lib.—2; Coalition—1; Total — 63	Speaker of the Legislative Assembly	Hon. Arthur J. Dixon	—
(S.C. — Social Credit; Lib. — Liberal)	Clerk of the Legislative Assembly	R. Grevolin	—
	Legislative Council	W. E. Wood	—

THE DEPARTMENT OF AGRICULTURE

Living as we do in an agricultural province whose soil produces millions of bushels of grain and millions of pounds of meat and other animal products for use at home or for shipment to foreign countries, every Albertan should know the importance of Agriculture. Everyone should realize that from the soil comes the good which sustains the human race. Some food products, like wheat, rice, corn and vegetables, are consumed directly from the soil, while other plants like grass, clover, barley, oats, etc., are eaten by animals which in turn provide food for human beings.

A large percentage of our provincial income is derived from farming. Our Department of Agriculture is one of the oldest departments. It was established in 1905 when the province was created. The object of the Department is to direct the agricultural industry of the Province. Its main function is to help the farmer utilize the soil and other resources so that all people may enjoy the highest standard of living. This is done through a number of branches. Each branch employs men or women who are trained for the various types of work which the department carries on to develop and conserve the agricultural resources of the province and to assist farmers and homemakers in solving their problems.

THE FIELD CROPS BRANCH

This branch is divided for administrative purposes into seven divisions as follows:

(1) **Crop Improvement:** This division endeavours to co-ordinate the efforts of all those concerned with better crops and cropping practices. The latest information in improved crop varieties and cropping procedures is gathered and made available to farmers. Special emphasis is placed on greater use of forage crops on the farm in order to achieve a more balanced and permanent type of farming with a more stable farm income. The use of better seed is encouraged. Aimed at achieving these objectives are the following policies conducted by the Field Crops Branch:

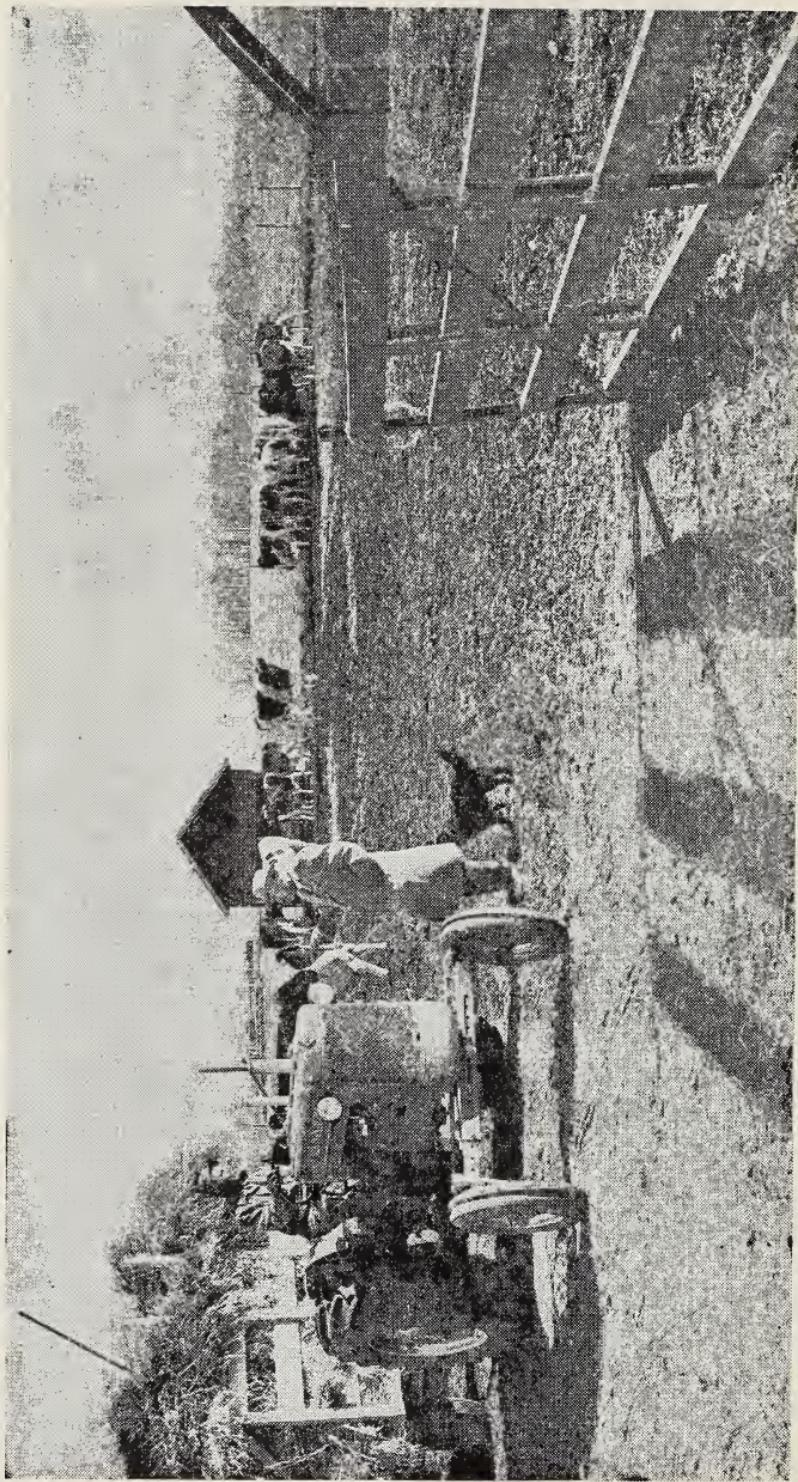
(a) **The Canadian Forage Seeds Project**—The Provincial Department of Agriculture in co-operation with the Federal department undertakes the multiplication of seed of new varieties in order to ensure an adequate supply for farmer's use.

(b) **Crop Improvement Policies**—Four different improvement projects are conducted for the purpose of demonstrating the value of improved cropping practices. Assistance to farmers is provided in the form of limited quantities of seed at reduced price, in order to encourage greater use of forage crops in the cropping program.

This division also administers the following Acts:

(a) **The Seed Dealer's Act** provides for the bonding and licensing of all dealers who purchase seed from producers.

(b) **The Agricultural Relief Advances Act** makes provisions



The District Agriculturist works closely with the farmer to introduce new and more efficient farming methods.

for the advancing of loans to necessitous farmers for the purpose of obtaining seed, feed and/or fuel oil.

(c) **The Seed Control Areas Act** provides for the establishment of pure seed areas where seed production constitutes a major enterprise.

(2) Weed Control and Soil Conservation

This division is responsible for administration and extension of soil conservation and weed control programs in Municipal Districts, counties, and Local Improvement Districts. A certain amount of this work is accomplished through the facilities of the Agricultural Service Boards, and includes:

(a) **Supervision**—Provincial Weed Supervisors assist Municipalities in conducting and co-ordinating weed control programs.

(b) **Demonstration Policies**—Costs of approved forage seeds and fertilizers are shared with Municipalities to effect control measures where wind or water erosion or weeds seriously affect productivity of the land.

(c) **Roadside Seeding**—This policy is designed to encourage the back sloping and seeding of roads to control weeds and prevent erosion.

(d) **Distribution of Weed Control Chemicals**—The branch makes soil sterilands available to Municipalities for distribution to farmers at cost.

The following Acts are administered by this division:

(a) **The Agricultural Service Board Act** gives Municipal Districts, Counties and Improvement Districts the authority to set up Agricultural Service Boards in their areas.

(b) **The Noxious Weed Act** names the weeds which are declared to be noxious in Alberta and sets out the duties of land owners in controlling and destroying such weeds.

(c) **The Soil Conservation Act** is designed to prevent the deterioration of soil and control soil drifting, and spells out the onus of responsibility on the land owner.

(3) Crop Protection and Pest Control

This division administers the Agricultural Pests Act and implements policies and projects for crop protection. Programs cover the control of insects, crop diseases and other pests that are of economic importance to agriculture. The following programs are conducted by this division:

(a) **The Bacterial Ringrot Program**—Through an inspection and permit system, control is maintained on the spread of this potato disease.

(b) **Grasshopper Control**—Insecticides are stock-piled against anticipated outbreaks and sold to farmers at cost, through a co-operative program with Municipalities.

(c) **Warble Fly Control**—is encouraged by demonstrations and province-wide campaigns. A grant to Municipalities towards the purchase of spraying equipment is also provided.

(d) **Coyote Control Policy**—Cyanide guns, strychnine pellets, 1080 poison and other control materials are supplied free of charge to approved districts, for the use of farmers and ranches in livestock and poultry protection.

(e) **Rat Control**—is a provincial program co-ordinated with some 250 locally appointed Pest Control Officers to keep Norway rats out of Alberta.

(f) **Insect Outbreaks and other Pest Problems**—These are kept under survey and information is supplied as necessary for their control.

(4) Horticulture

The work of Horticulturists throughout the province is co-ordinated and information regarding the growing of vegetables, small fruits and tree fruits is made available to farmers. A farm shelterbelt program is fostered by this division by maintaining two Tree Nurseries located at Oliver and Brooks. Over 2 million trees are distributed free each year to more than 3,500 Alberta farmers.

(5) Apiculture Services

This division administers the Bee Diseases Act. Through inspection and use of antibiotics the losses due to bee diseases are constantly being reduced. Permits are required for the sale or movement of used bee equipment. All bee-keepers and apiary sites are registered to assist inspectors. A continuing program of education and extension work is carried on with bee-keepers.

(6) Special Projects

This division is concerned with the establishment of Municipal Seed Cleaning Plants. Financial assistance to a maximum of \$17,000.00 may be given to a Farmers' Co-operative Association, providing the Association has raised an equal amount by sale of share capital and received an equal amount from the Municipality. Fifty of these plants have been constructed to date.

(7) Horticultural Station, Brooks

The Station propagates and multiplies trees and shrubs for farm planting. In addition, the Station also tests fruit and vegetable varieties for their adaptability to Alberta conditions. Demonstration fruit orchards are established throughout the Province to provide home owners with first-hand information on production methods and varietal characteristics. Methods of processing fruits and vegetables and the suitability of varieties for this purpose are studied.

LIVE STOCK BRANCH

The Live Stock Branch supervises and directs the live stock development and improvement work undertaken by the Department of Agriculture. The work carried out may be classified under two main headings:

1. Breed promotion and live stock improvement by improved breeding, feeding and management practices, and specialized livestock extension.
2. Administration of Acts governing the commercial production and marketing of live stock.

Live Stock Improvement Policies

Farmers may apply for herd sires for beef cattle, dairy cattle, sheep and swine. The Department will, if requested, select the animals and will offer financial assistance, either in the form of a payment to defray part of the purchase price or transportation expenses. Application forms and details are available through offices of District Agriculturists or through the Branch office in Edmonton.

Feeder Associations

The Feeder Association Guarantee Act provides credit up to \$200,000.00 for an association of feeders to feed cattle or sheep.

Artificial Insemination Policy

This policy provides for assistance to co-operative inseminating units organized under specific conditions. Information service on technical and organizational matters is available to the entire industry through the Supervisor of Artificial Insemination.

The registration of brands is conducted by the Brand Recorder, who registers cattle, horses, sheep, poultry and fox. Brand inspection is carried out under **The Stock Inspection Act**. Inspectors, maintained at 30 locations in the province, brand-inspect all cattle marketed within or shipped out of the province.

Record of Performance program with beef cattle now applied in about 100 pure bred herds is fully supervised by the Branch. R.O.P. is also supervised in a number of pure bred and grade sheep flocks.

The Branch supervises all live stock pounds in the Local Improvement Districts.

Collection and prepayment of shipments of dairy calves from the Edmonton Milk Shed to properly organized 4-H Clubs are arranged by the Live Stock Branch.

All live stock dealers are licensed and bonded under **The Alberta Live Stock and Live Stock Products Act**. Dealers must obtain proper licenses and bonds before conducting business.

Authority provided under the above Act is applied to cover licensing, constructive standards, inspection for sanitation and disease, and trading practices at certain country auction markets and live stock buying stations.

The Branch arranges for the selection, assembling and shipping of the Alberta Live Stock Exhibit to the Royal Winter Fair. The Department pays all costs of hay, grain and bedding, and 25% of the freight charges. The Federal Department of Agriculture pays the remaining 75% of the transportation costs.

DAIRY BRANCH

The Dairy Branch administers legislation dealing with the production and manufacture of dairy products, the operation of frozen food locker plants and the control of products used as substitutes for dairy products. Three separate pieces of legislation known as the Dairymen's Act, the Frozen Food Act and the Margarine Act are administered by Branch personnel.

By means of licensing, inspection and instruction, it has been possible to greatly improve the quality of dairy products, thus widening the markets for Alberta's surplus milk production.

Through similar policies, the frozen food locker industry has been developed. Over 110 locker plants throughout the province provide a service designed to preserve food products in a safe economical and appetizing manner. Inspectors in the Branch check such items as temperature, sanitation, wrapping, identification of parcels and records at all licensed frozen food locker plants and processing plants.

The Dairy Branch Laboratory provides a complete chemical and bacteriological testing service for the industry. This service is designed to improve quality and eliminate defects causing economic loss. Tests are conducted for antibiotics, pesticides and other adulterants in milk and dairy products to insure safe wholesome products at all times.

The Dairy Herd Improvement and Cow Testing Service is designed to improve milking herds by encouraging the introduction of purebred sires and the keeping of accurate records of milk and butterfat production from each cow in the herd. Herd owners are encouraged to participate in the recognized testing program and pay a small fee depending upon the size of the herd. A total of 15,833 cows were under test during 1963. These cows averaged 10,711 pounds of milk as compared to approximately 6,000 pounds of milk for all cows in the province. This indicates that the herd improvement and cow testing service has greatly assisted herd owners to increase production.

POULTRY BRANCH

The Poultry Branch administers regulations under the Alberta Live Stock and Live Stock Products Act pertinent to various phases of the poultry industry in the province. These regulations

and policies are: The Purchase and Sale of Shell Eggs, The Purchase and Sale of Dressed and Eviscerated Poultry, The Production and Sale of Chicks, and Hatching Egg Production Policies for Chicken and Turkey.

By means of licensing, inspection extension and instruction, production of quality poultry products is attained on a sound, efficient and competitive basis with other areas of Canada.

The Poultry Branch, conducting cost study surveys, disease incident surveys, etc., assembles and distributes information of value to the various phases of the industry.

The services of the Poultry Branch with its field offices throughout the province are available to poultry producers and allied trades for information pertaining to production, management, feeding, marketing, etc. Extension work is carried out by on-farm visitations, short courses, radio, field days and publication of bulletins.

EXTENSION BRANCH

The Extension Branch has four main divisions:

- The District Agriculturist Division,
- The Home Economics Division,
- The 4-H Division,
- The Agricultural Engineering Division.

Publications, Visual Aids and Agricultural Societies are also administered by this Branch.

District Agriculturist Division

The District Agriculturist service, which is part of the Extension Service, provides agricultural information from over 40 centres in the province. The information that is provided to the farmers may be to help in husbandry, such as improved feeding of beef cattle for faster gains, or dairy cattle for increased milk production, or seed selection for increased yield of crops. Or the information may deal with management which will help a farmer to decide what type of production, or combination of types of production would be most profitable for him, and what he could do to get the best returns from his business. Processing is also a field where information may be given and this could be as elementary as how to prepare silage, or it may be as complicated as sorting, grading, washing and packaging materials such as potatoes. Related to this last field of processing is marketing, and here information on the different ways in which products may be marketed can be given.

In addition to the direct or indirect production information, which helps the farmer to realize the most returns from his farm, the District Agriculturist also works with people in items that can help to improve their appreciation of life on the farm. Youth work falls into this category. Time spent on 4-H is possibly some of the

most rewarding work that the Extension man does. While an agricultural project is used to focus attention, development of the boy or girl, in their ability to express themselves, to realize their responsibility to each other, to their community, and society, and act as ambassadors on behalf of agriculture, are among some of the non-agricultural items included in this work.

In the same way that extension works with youth, District Agriculturists and District Home Economists work with their parents in many of these same fields. Here they may be more tangible and immediate, such as educational goals for the family, living standards that are desired in that home, and extras such as recreation and trips that may be longed for. These items, then, must be related back to the production on the farm and changes that are needed to make the productions sufficient that these needs can be realized.

Home Economics Division

The main objective of this Service is to diffuse among rural people, useful and practical information on subjects related to Home Economics and Agriculture, and to encourage a change of action through the application of this information.

It is the aim of this Service to assist homemakers to attain a good life and the best possible standard of living considering the family resources available. New scientific advancements are interpreted and promoted in all areas of home management and family living, including nutrition and foods, textiles, merchandising, home equipment, quality and safety of consumer products, building and finishing materials, etc.

The work is carried out through contact with individuals as well as women's organizations, service clubs, Home and School Associations, commercial and professional organizations, 4-H Clubs, short courses, study groups, district conferences of Provincial organizations and home visits.

Services provided by the Home Economics Extension Service include primarily:

- (1) Lectures and Demonstrations — on all phases of Home Economics.
- (2) Home Visits — to provide individual or family assistance with specific problems in homemaking.
- (3) Individual Assistance to Homemakers—through office interviews, telephone conversations and answering letters of inquiry. Programs and releases are prepared for radio and T.V. as well as weekly newspaper columns and circular letters carrying timely and up-to-date information.
- (4) Organization and Supervision of 4-H Girls' Clubs and special 4-H Programs.
- (5) Advice to staff of local departments and organizations such as Department of Public Welfare, Indian Affairs,

Health Units, School Units, Service Clubs, Home and School Associations, Local Civil Defence, and others in matters pertaining to nutrition, home and money management, community leadership and organization of community activities, purchasing of equipment and supplies, and business management practices in the home.

(6) Judging and Instruction on Standards in exhibits of food, clothing and handicrafts at fairs, conventions, etc.

Alberta 4-H Division

4-H is a voluntary educational program designed to meet many of the needs of our rural young people today. It is voluntary in that only those who are interested participate, and educational in that it offers training in things related to agriculture, homemaking, citizenship and leadership. No one is barred from the program on the grounds of color, race or creed.

4-H is a program of the Extension Branch of the Department of Agriculture. Administration, provincially, is carried out by the 4-H Division of the Branch, while supervision of individual clubs and district programs is the responsibility of the District Agriculturists and District Home Economists located throughout the province.

In Alberta today, there are some 7,500 members enrolled in one or more projects in 500 clubs. At the same time, national membership is at an all time high of 71,000 boys and girls in 5,454 clubs. 4-H or 4-H type organizations now involve about $4\frac{1}{4}$ million members in 72 different countries in the world.

The four H's stand for the words: Head, Heart, Hands and Health. These are the four key words in the 4-H pledge which all members repeat regularly at meetings and strive to follow and apply to their everyday living.

"I pledge

My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service, and
My Health to better living, for
My Club, my Community, and my Country."

The 4-H motto is "Learn to do by Doing." One of the keys to success in 4-H is the involvement of members to a maximum in the program. It is through this involvement that members learn by doing.

4-H membership is open to all rural young people in the province who are not younger than 12 years and not older than 20 years. Every member must carry a project and the responsibility for the development of the project lies with the member. Projects are available in beef, dairy, sheep, swine, poultry, field crops, corn, sugar beets, food, home decoration, clothing and garden-horticulture.

In addition to the project the 4-H program involves regular meetings, camps, rallies, trips, public speaking, debates, discussions, community projects and numerous other activities.

In total the 4-H program offers a practical educational experience which provides an opportunity for rural young people to gain poise and self-confidence; to learn to express themselves; to accept responsibility; to practice parliamentary procedure and to explore interest in agriculture and homemaking in a friendly group spirit. It is a program which involves not only members but local voluntary leaders, parents, interested organizations and the Department of Agriculture working together for the betterment of the young people and the community as a whole.

Agricultural Engineering

This Division provides Agricultural Engineering Service to farm families throughout the Province. Professional help and guidance is provided with respect to farm engineering surveys, farm buildings, equipment and machinery. Blue prints or plans for farm buildings and equipment are provided on request. Extension Engineers are presently located at Edmonton and Calgary and work closely with the District Agriculturists throughout the Province.

Publications and Visual Aids

The printing of all agricultural publications for the Department of Agriculture is the responsibility of this division of the Extension Branch. It also maintains a supply of up-to-date Agricultural and Homemaking publications and building plans for distribution to farm families throughout the Province. This distribution is accomplished through the 44 Extension offices located at strategic centres in all parts of Alberta. Useful publications from the Federal Department of Agriculture, from the University and from commercial organizations are kept in supply and distributed on request.

Visual aids such as cameras, movie and slide projectors, screens, display boards, public address systems and films are supplied to Departmental personnel requiring use of this type of equipment.

Agricultural Societies

The Agricultural Societies have as a major function, the organization and holding of Agricultural Fairs. These societies also conduct agricultural meetings, short courses, field days, livestock shows, schools and demonstrations in their respective communities.

VETERINARY SERVICES

The Veterinary Services Branch deals with the prevention, control and diagnosis of livestock diseases in the Province. Brucellosis, mastitis, mineral deficiencies, and hog diseases are examples of the subjects of a large number of addresses given each year at short courses, field days, and special meetings. Lectures in veterinary science are given at the University of Alberta.

The Branch operates a Laboratory Division and Field Division. The main laboratory is at Edmonton which handles the largest volume of specimens for examination of any veterinary laboratory in Canada. The service is mainly diagnostic, but some research is conducted on disease problems that arise involving chemicals, parasites, fungi, bacteria, viruses, and nutritional deficiencies. A Regional Veterinary Laboratory, to be built at Lethbridge in 1964, will further expand this essential service. The Field Division conducts disease investigations, extension, and supervises several programs under the Livestock Diseases Act, namely: Brucellosis Restricted Areas, livestock inspection at auction markets and community sales, livestock medicine regulations, humane slaughter regulations and the Certified Healthy Herd program for purebred swine. All of the province is now a Brucellosis Restricted Area except around Fort Vermilion. 466,000 calves were vaccinated in 1963 compared to 320,000 in 1958. Auction market inspection has risen to 791,000 head in 1963 compared to 387,000 in 1958 which is essentially a preventative veterinary medicine program to eliminate diseased animals from marketing channels. The purpose of the Swine Health program is to have swine herds as free of diseases as possible to be foundation breeding herds.

Service is rendered to veterinarians, livestock owners, R.C.M.P., wildlife personnel, municipal officials, and several Government Departments. A competent staff of trained veterinary pathologists, supervisory veterinarians, bacteriologists, laboratory scientists and technicians carry out the technical duties. The scope of these services is quite broad as many of the diseases, in addition to being of economic importance to the agricultural industry, do have a public health significance as they are transmissible from animal to man.

FUR FARM BRANCH

The Fur Farm Branch administers all regulations pertaining to the operation of the fur farms and the issuing of export and import permits for all livestock and pelts entering or leaving the province.

The services of the Fur Farm Supervisor are available to assist the fur farmer with such problems as genetics, selection of breeding stock, advice on feeding, ranch management, and the preparing of pelts for market. This is accomplished by means of correspondence, special bulletins, visual aids, and personal contact and visitation to the ranches. The Supervisor also assists the provincial and local Fur Breeders' Associations in the extension field by assisting in the arranging of programs for meetings, field days and annual livestock shows.

Mink farming represents approximately 98% of the \$3,000,000 annual pelt returns derived from ranch-raised furs. The Alberta mink rancher is also a major customer to the provincial fishing industry, using vast volumes of rough fish caught in our northern lakes.

There are approximately 85 licensed chinchilla and nutria ranches in the province, but as yet these have not been established on a commercial scale.

ALBERTA AGRICULTURAL AND VOCATIONAL COLLEGES

Provincial Schools of Agriculture and Home Economics have been operated in Alberta by the Department of Agriculture since 1913. As of May 1st., 1963, the name of these institutions was changed to "Alberta Agricultural and Vocational Colleges." Coincidental with the change of name, the curriculum of the colleges was revised and the college term starting in September and running into June divided into sessions of twelve weeks each.

The colleges will continue to offer courses designed to prepare young men for farming and, at least at Vermilion, to offer work in home economics to train young ladies in homemaking. In addition, the colleges are now offering programs in a broadened field of agriculture to include an opportunity for majoring in the area of farm training and specific courses such as Horticulture, Automobiles, Welding, Commercial and Clothing, to prepare students for employment in these specific areas of work. Other courses of this type will be added as need and demand are indentified.

A student in Agriculture required to take the entire first-session program will require three additional sessions to complete the general program or any one of the major fields. If other subjects are substituted for vocational academics in the first session, a course may be completed in 2 additional sessions.

The minimum age for young women is 16 years and for young men 17 years of age. Older students will gain most from the courses and there is no set maximum age. The age requirement may be waived if a student has at least 70 high school credits with a "B" standing or better.

In 1963-64, three sessions in agriculture will be offered at Olds, two at Vermilion and two at Fairview.

The minimum educational requirement for the Commercial course is 30 high school credits with at least an "A" standing in Grade X Language or a "B" standing in Grade XI Language. For all other courses the minimum is a Grade IX diploma. For an adult (20 years or older) the minimum may be waived. Students with a good educational background will gain most from the course.

Each college consists of modern, well equipped student residences, classrooms, laboratories and shops. A farm is associated with each college and provides a wealth of classroom material.

Costs for various courses are as follows:

(a) Miscellaneous Fees:

Medical	\$2.00	per	session
Caution	5.00	"	"
Library	1.00	"	"
Student Union	5.00	"	"

(b) Board and Room \$50.00 a month

(c) Tuition Fees for Various Courses

Academic (High School) ..	\$ 20.00	per subject per session
Commercial	20.00	" session

Welding	100.00	per 6-week course
Automotives	20.00	per session
Horticulture	12.50	" "

Short Courses (other than Welding)		
(i) 3 months — 5 periods or less per week	\$ 5.00	
(ii) 3 months 6 — 9 periods per week	10.00	
(iii) 6 weeks	5.00	

All other Courses — no tuition except for non-residents of Alberta who will be charged \$30.00 per session (or fraction thereof for courses of less than one session) in addition to the above.

All fees are payable at or before commencement of a session.

Classroom material, books and equipment will cost an estimated additional \$100.00 for a school year with the exception of the Commercial Course for which these costs should not exceed \$50.00. Most of this will be incurred in the first session.

In addition to the above, students will require funds for incidental expenses.

The colleges offer not only excellent opportunities for training but provide a setting in which students gain experience in living which will serve them well in later life.

RADIO AND INFORMATION BRANCH

Farm information through radio and press is the objective of the Radio and Information Branch. The daily farm program "Call of the Land" is broadcast in nine Alberta areas from Medicine Hat and Lethbridge in the south to Grande Prairie in the north. The other areas are Calgary, Drumheller, Camrose, Red Deer, Edmonton and Lloydminster. In their search for interesting and useful farm information commentators of the branch interview many people and cover wide areas of the province.

Weekly releases are prepared and distributed to radio and press, libraries, government officials, commercial concerns associated with agriculture and other key personnel. "Farm Notes" outlines farm and homemaking suggestions from members of the Department of Agriculture staff. "Science and the Land" reports progress and results of agricultural research at the University, Canada Agriculture Research Laboratories, and experimental farms in Alberta. These institutions are visited and direct association with their scientists is maintained.

WATER RESOURCES BRANCH

The Water Resources Branch administers all phases of The Water Resources Act which provides that all persons must apply for authority to divert water other than for riparian use. Permanent records and plans are kept of all water diversions. Uses of water have precedence in the following order: domestic, municipal, industrial, irrigation, water power, other purposes including recreation, wild life, etc.

The Irrigation Districts Act and The Drainage Districts Act are offshoots of The Water Resources Act. Districts are set up on a self-governing basis. The area of lands drained by authorized projects is approximately 300,000 acres, although this figure is much larger when consideration is given to lands drained by the opening of roads. The Province extends aid to drainage projects on a fifty-fifty basis where farm lands and roadways are affected.

The practices of irrigation are as old as civilization itself and in Alberta extensive projects have been completed or are under construction. By the end of 1957, 802,000 acres were "under the ditch" in the province. The Province of Alberta and Federal Governments and other agencies have a total of \$100 million invested in irrigation.

The Water Resources Branch constructs projects when it is in the public interest to do so. These involve drainage, irrigation, water supply, river control and erosion control. Problems arising out of the use of international and interprovincial waters are dealt with by the Branch.

Two of the larger irrigation projects are Crown Corporations which are quasi public institutions. These are the St. Mary and Milk Rivers Development and the Bow River Development. These projects are being developed jointly by the Provincial and Dominion Governments. When completed the St. Mary and Milk Rivers Development will have an irrigable area of about 500,000 acres and the Bow River Development an irrigable area of 300,000 acres.

All of the existing hydro-electric projects are on the Bow River to the west of Calgary, but in 1959 Calgary Power Ltd., commenced construction of a large hydro project on the Brazeau River which is a tributary of the North Saskatchewan River. This project will have multiple purpose benefits including flood control and augmentation of low winter flow for industrial use and pollution abatement. The project will be in operation in 1965.

Under the Ground Water Control Act the matter of adequate control to prevent wastage and the recording of data on water wells are handled.

A continuous program of assessing possible water development projects is under way in the Water Resources Branch office. This involves topographic surveys, geological investigation, and hydrological evaluation of projects.

Long-term planning for step by step development of the province's water resources is required to keep pace with the growth of the province.

LAND UTILIZATION BRANCH

The Land Utilization Branch assists the local governments such as Improvement Districts, Municipalities, Counties or Special Areas with problem areas which are a liability to the local government. Usually the Land Utilization Committee can recommend the proper use for the lands in such areas. Often such areas can change from

a liability to an asset when properly used for the purpose to which these areas are best suited.

Establishment and administration of Community Pastures are responsibilities of this Branch.

FARM ECONOMICS BRANCH

With the introduction of new machinery, equipment and fertilizers, farming and ranching have become more dependent upon good business practices to assure a profitable return to our farm people. To provide Alberta farmers with information on methods and principles of good farm management and marketing this Branch was established. Since economics is closely related to the work of all Branches in the Department the work of the Farm Economics Branch is co-ordinated with the program of each Branch and information is channelled to the farmers through the Extension Branch.

The work of Farm Economics is divided into five related sections.

Farm Management

Through the local District Agriculturists, farmers may obtain assistance, in improving the business management of their farm unit. Farm record keeping, budgets, enterprise analysis and operating efficiency measures can all be learned for use on the farm. A complete confidential analysis of the individual's farm business operation is offered through local Farm Management Associations.

Marketing

This section provides farmers with full objective information on the principles of buying and selling on the farm. Farmers may obtain knowledge of the factors which underline supply and demand and the impact of these factors on farm price and income. In co-operation with the statistics section the Alberta agricultural situation and outlook for future trends in production, price and income are analyzed and the results published quarterly and distributed to interested farmers and Agricultural businesses.

Statistics

Collection, analysis and dissemination of reliable data on various phases of Agriculture is important, particularly in the dynamic agriculture of today. Farmers and administrators alike are interested in the official crop reports, statistical summaries and results of other co-operative efforts of this Section and the Dominion Bureau of Statistics.

Surveys on Cost and Returns of Agricultural Production

The cost of production and the returns for production of various farm commodities are studied by this section. Specialty crops, fluid milk, oilseed, wheat, fresh vegetables, eggs, and hogs are a few examples of the products studied. Farmers use the re-

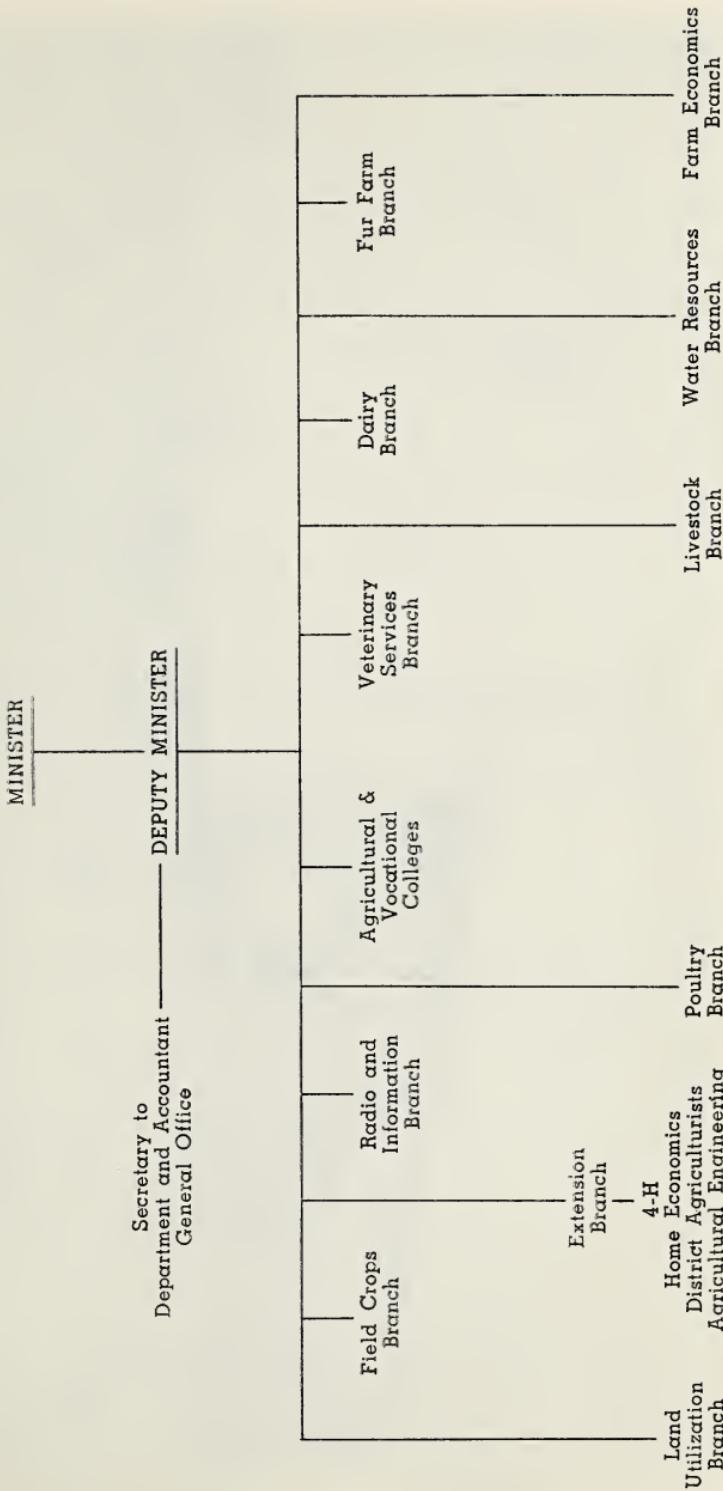
sults of these studies to adjust the individual farm operations to more profitable arrangements or as a basis for shifting from production of one farm product to another with a higher income potential. Agricultural businesses, administrators and consumers are also able to make use of the results of these studies.

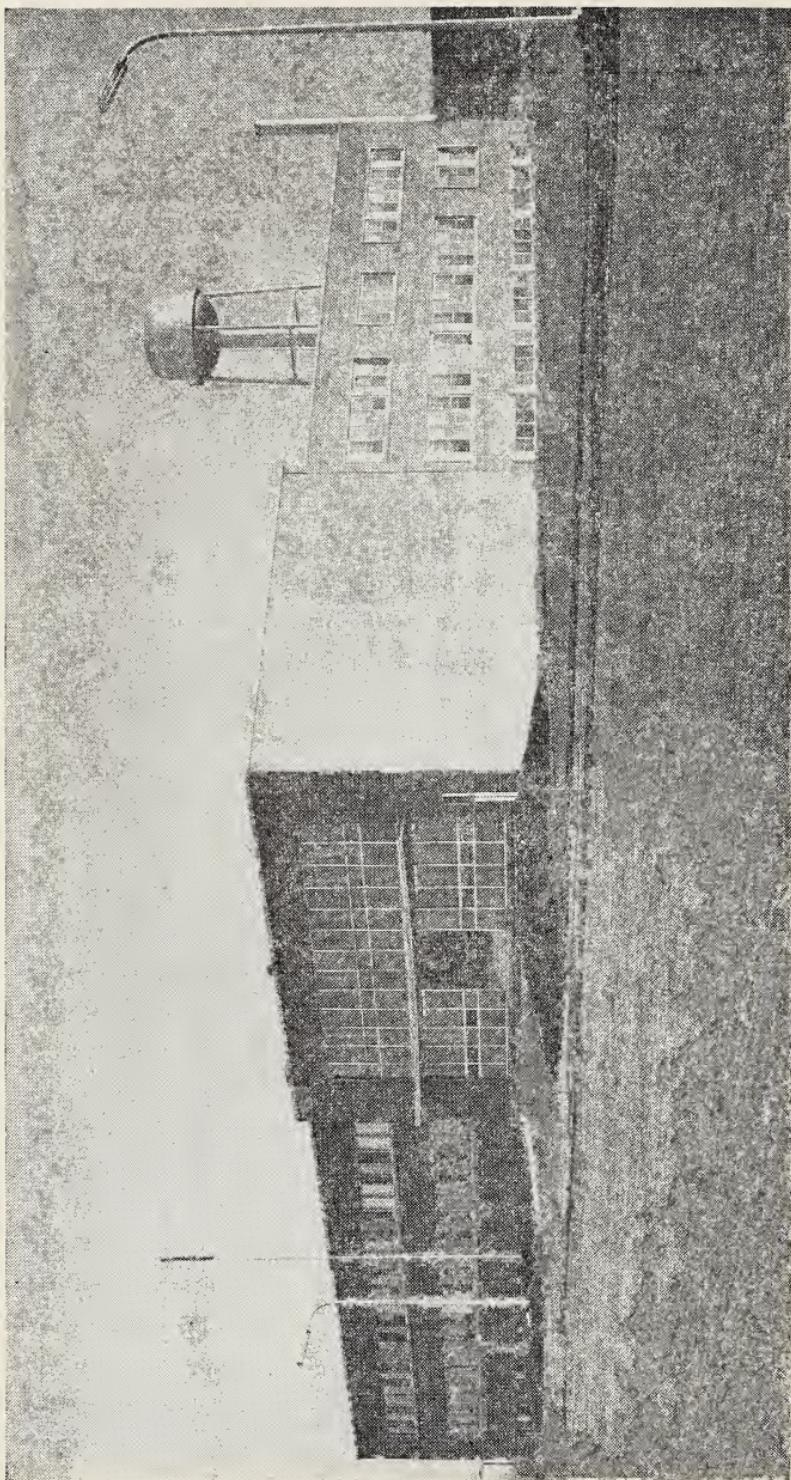
General Agricultural Economics

Government administrators, farm organizations and agricultural businesses are able to obtain assistance from this section.

Information on resource development, crop insurance, rural rehabilitation and development and economic implications of government policies and programs is provided.

ORGANIZATION CHART—DEPARTMENT OF AGRICULTURE





The Belmont Rehabilitation Centre for alcoholics near Edmonton is operated by the Department of the Attorney General.

THE DEPARTMENT OF THE ATTORNEY GENERAL

The Department of the Attorney General is concerned with the legal aspects of government and with all matters in connection with the administration of justice in the Province. The Branches into which the work of the Department is divided are shown on the organization chart for the Department. The chief officials responsible for the legal and administrative responsibilities of the Department are:

Attorney General

Deputy Attorney General, Collector of Succession Duties and Queen's Proctor

Assistant Deputy Attorney General and Inspector of Legal Offices

Legislative Council

Solicitors

Chief Administrative Officer

Public Trustee

Registrar, Land Titles Office, Edmonton

Registrar, Land Titles Office, Calgary

Chief Coroner

Superintendent, Correctional Institutions

Superintendent, Juvenile Offenders and Probation Branch

Superintendent, Inspection Service Branch

Director, Alberta Municipal Police

Judges of Juvenile and Family Courts,

Calgary, Edmonton, Lethbridge, Medicine Hat and Red Deer

Member, Debtors' Assistance Board

Chairman, Alberta Securities Commission

The Attorney General

The word "attorney" means one legally appointed to act for another. The Attorney General is a legal officer of the state who has been empowered to act in all cases in which the Province is a party. He is the legal adviser of the Lieutenant-Governor and the heads of the government departments, and is required to see that the administration of public affairs in the Province is in accordance with the law. He has the superintendence of all matters in connection with the administration of justice in the Province and is required to advise upon the legislative Acts and proceedings of the Legislative Assembly, and generally to advise the Crown upon all matters of law referred to him by the Crown. The Attorney General is also responsible for the administration of The Alberta Police Act. The policing of some cities and towns is done by the Royal Canadian Mounted Police by arrangement with the Dominion Government and the Attorney General. By agreement with the Dominion in 1932, the Royal Canadian Mounted Police undertook the duty of policing the Province of Alberta and took over the duties and services previously performed by the Alberta Provincial Police. The Assistant Commissioner of the Royal Canadian Moun-

ted Police, in carrying out the agreement, acts under the direction of the Attorney General, except where Federal Statutes or Federal Police Duties are concerned.

Alberta Courts

Although all judges of the Supreme Court of Alberta and the District Courts are appointed by the Federal Government, the maintenance of the provincial courts and administration in the Province, the arrangements for court sittings and the collection of fines, are the responsibility of the Attorney General's Department, as is the appointment of sheriffs, justices of peace, coroners, commissioners for oaths, magistrates and court reporters. Alberta is divided into twelve judicial districts (see organization chart), where regular sittings of Supreme and District Courts are arranged for by the Department.

The Public Trustee

The Public Trustee is a government official with legal training who looks after the estates of infants and persons who are deceased, missing, mentally incompetent, serving a term of imprisonment, or who for any other reason are incapable of looking after their own affairs. The Public Trustee receives official notice concerning the estates of the persons classified above and in their interest and for their protection he takes charge of their estates until they are properly disposed of or the persons concerned are able to take over again.

Land Title Offices

In the Land Titles offices at Edmonton and Calgary the ownership of every piece of land in the province is recorded according to a system known as the Torrens system of land registration.

The Land Titles Office issues to each registered owner a numbered document called a duplicate of title which bears his full name and clearly describes the land he owns. If an owner borrows money from a mortgage company or incurs any form of indebtedness for which his land serves as security, the mortgagee or other creditor must register his claim by having it endorsed on the original certificate of title which is kept in the Land Titles Office. If an owner sells his land to another person, he signs a document called a transfer, which describes the land and states the purchase price of the name of the purchaser, and delivers this with his Duplicate certificate to the purchaser. When the purchaser registers the transfer in the Land Titles Office, the former's certificate is cancelled and a new certificate is issued in the name of the new owner.

The extensive exploration for oil in Alberta draws attention to the fact that separate titles may be held to the minerals and to the surface rights on a piece of land.

This system of land registration has the advantage that in return for payment of a comparatively small registration fee, every owner may get a government-guaranteed title to his land. He thus avoids the risk of expensive lawsuits which occur so frequently

elsewhere, where no such guarantee is given and where the ownership of land is less certain and more open to dispute.

COURTS IN THE PROVINCE OF ALBERTA

1. The Supreme Court of Alberta

- (a) Appellate Division. This court hears appeals from other Alberta courts and from (b).
- (b) Trial Division. Sittings in this division are held at specified points at least twice a year, for the trial of important cases, both civil and criminal.

2. District Courts

These courts try lesser cases, both civil and criminal, such as debts or claims for damages not exceeding \$1,000.00, and have jurisdiction in all non-contentious probate or administration matters.

3. Special Courts

These deal with bankruptcy cases, disputes over assessments or taxation, cases involving corruption or improper procedure in elections, etc.

4. Magistrates' and Justices' Courts

These courts try persons accused of minor offences, petty thefts, traffic violation or violations of other Provincial Statutes. They also give a preliminary hearing to persons accused of major crimes, and if there is sufficient evidence, send them for trial to a higher court; and concurrent with the regular civil courts have jurisdiction in questions of wage claims not exceeding two months, unlawful dismissal or unlawful leaving of employment. Magistrates have jurisdiction in small debt actions where the amount involved does not exceed \$100.00.

5. Coroner's Courts

These conduct "inquests" to investigate cases of death where the cause or the responsibility is uncertain.

6. Administrative Boards

These include such federal boards as the Board of Transportation and such provincial boards as the Workmen's Compensation Board and the Board of Public Utility Commissioners. They are not courts, properly speaking, but have power to settle a wide range of cases within their sphere of authority.

7. Boards of Arbitration

These attempt to reach settlement by compromise and arbitration, and their decision may by agreement exclude any reference or appeal to the ordinary courts.

8. Military Courts and Boards of Inquiry

These are conducted by the military authorities and deal with cases involving breaches of army discipline.

9. Juvenile Courts

When these courts are set up, they have a special jurisdiction

under Federal Statute (The Juvenile Delinquents Act) and Provincial Statute (The Child Welfare Act).

10. Family Courts

These courts have been set up, in Edmonton and Calgary, under the Family Courts Act, to deal with cases arising from domestic problems and with certain types of cases involving juveniles.

Alberta Securities Commission

As industry and commerce expand throughout the Province, securities control takes on greater importance. The Alberta Securities Commission was established in office January 1, 1957. Function of the full-time Commission is to guard citizens against fraud in connection with the sale or trading of securities. It operates under revised legislation, The Securities Act, 1955, which was proclaimed December 1956 and took effect January 1957.

The Commission will be composed of three members, one of whom is full-time Chairman; a Registrar; inspection, auditing and clerical staff, all of whom are also full-time personnel. Appointment of Commission members and the Registrar is made through the Lieutenant Governor in Council directly, while other personnel are employed through the Civil Service Commission.

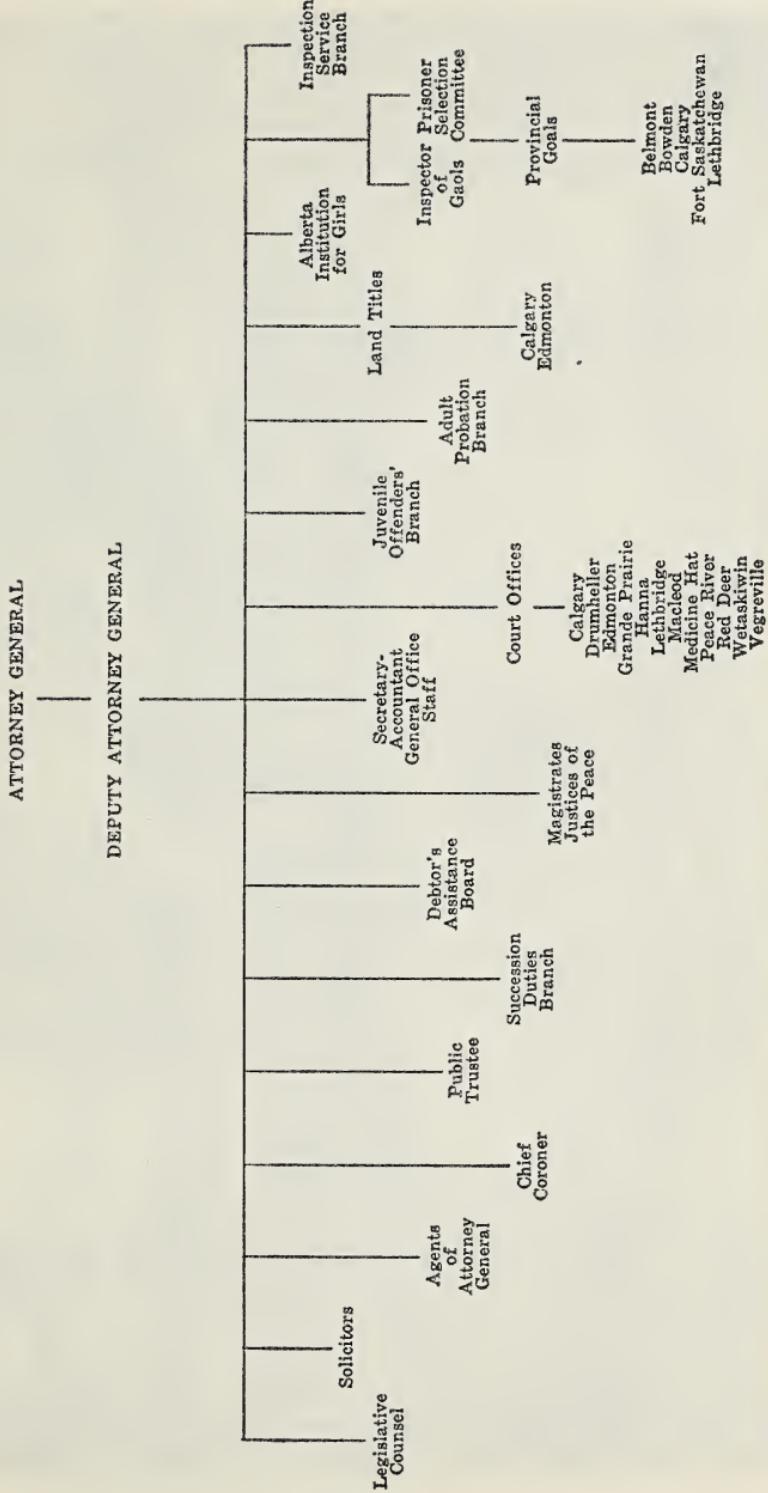
Before any person or company can legally engage in business in Alberta as a broker, investment dealer, broker-dealer, security issuer, investment counsel or securities adviser, he or it must be registered with the Commission. Salesmen, partners or officers acting for, or on behalf of a person or company also are subject to such regulation. The Registrar may go so far as to require an applicant, or a registered person or company, to post a bond by a guarantee company in the form and amount prescribed by the Commission.

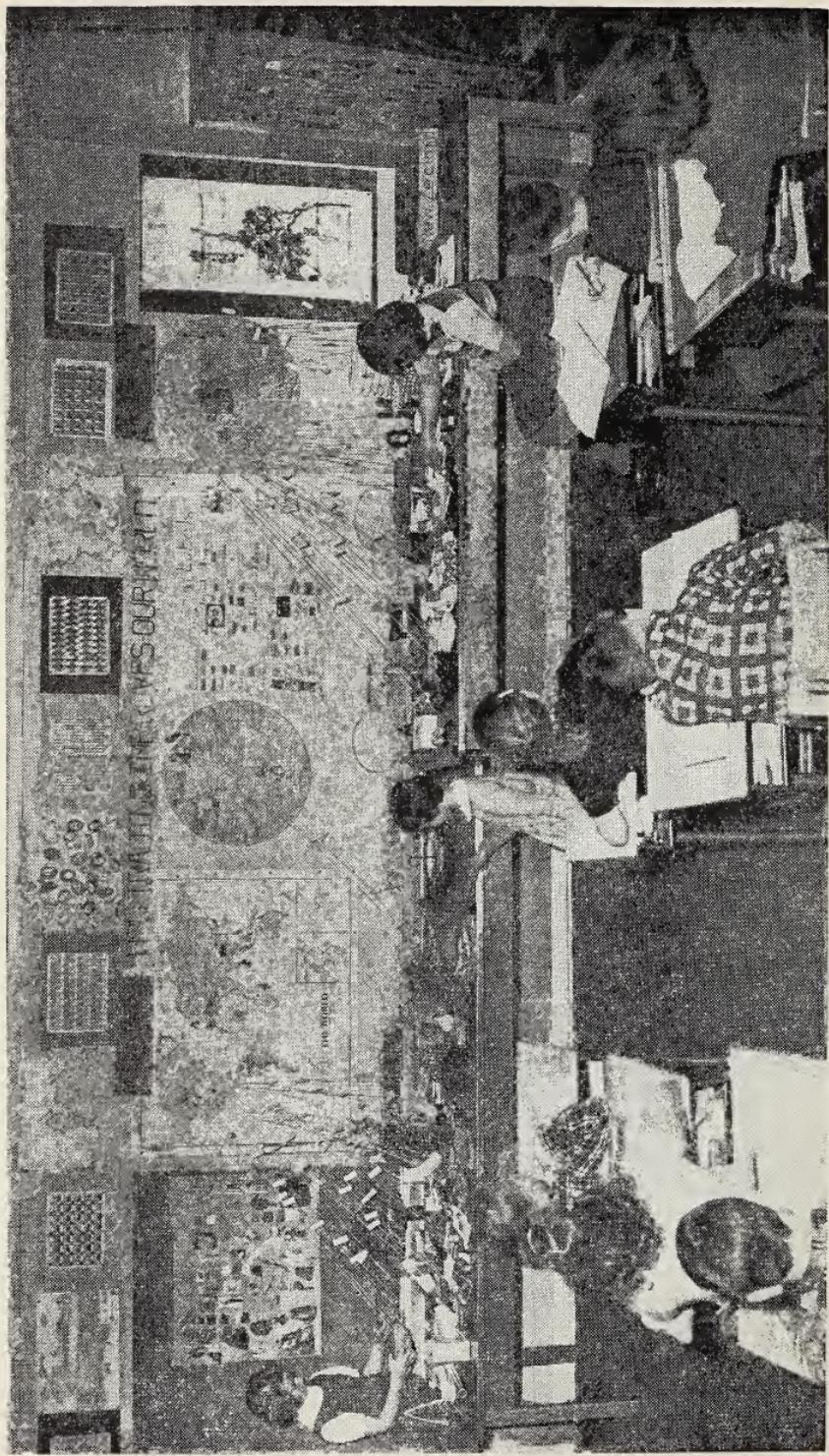
All Public Companies incorporating in any line of enterprise in this Province, that wish to sell securities to the public in order to finance the venture, must make application to the Alberta Securities Commission for permission to make a public offering. Companies from outside the Province wishing to offer their securities to the public in Alberta come under the same regulation. In such instances the Commission requires the filing of a detailed prospectus as part of the application for registration.

With the aid of accountants and other experts, Commission investigators are required to police the securities field. When suspecting wrong doing on the part of a person or company, an investigator can call for evidence to be given under oath through powers equal to those vested in the Supreme Court of Alberta or Judges thereof. In addition, the Commission is empowered to suspend or cancel any registration where, in its opinion, such action is in the public interest.

Machinery is contained in the Commission's operations whereby persons or companies can appeal the body's action in refusing, suspending or cancelling registration.

ORGANIZATION CHART—DEPARTMENT OF THE ATTORNEY GENERAL





The Curriculum in Alberta Elementary Schools is interpreted in such enterprises as the one in progress.

DEPARTMENT OF EDUCATION

The Department of Education was created in 1905, when Alberta became a province. The premier himself was the first Minister of Education. In those pioneering days the "little red school house" took care of most of our school instruction. Since those times Alberta has developed a modern, progressive educational system, capable of meeting the educational requirements of our youth from the primary grade to post-graduate university work. Education has assumed a position of great importance in the Province, and the public is willing to spend large sums of money to build and maintain our schools and colleges because they realize that democracy can thrive and succeed only among people who understand the full responsibilities of citizenship. The Department of Education has grown to meet the demands of our advanced educational system.

The chief officials and the major divisions of the Department are as follows:

Minister of Education

Deputy Minister

Division of Instruction — Chief Superintendent of Schools

A. Supervisory and Evaluation Branch

High School Inspectors

Superintendents of School Divisions and Counties

Special Supervisors

B. Special Educational Services Branch

Director, Special Educational Services

Superintendent, Alberta School for the Deaf

Director, Correspondence School Branch

Supervisor of Examinations

Supervisor of Guidance

Co-ordinator of Testing and Research

Supervisor of Special Education

Chairman, Students Assistance Board

C. Curriculum Branch

Director of Curriculum

Associate Director of Curriculum

Supervisor of Audio-Visual Services

Editor

D. Teacher Certification and Records Branch Registrar

Division of School Administration — Director of School Administration

Assistant Director of School Administration

Field Administrative Officers

Supervisor of School Buildings

School Building Inspectors

Division of Vocational Education — Director of Vocational Education

Southern Alberta Institute of Technology — Principal

Northern Alberta Institute of Technology — Principal

School-Book Branch—Manager

General Regulations

The Minister of Education, with an advisory staff of educationists and teachers, designs the general framework of education in Alberta. The Government and the Legislature determine the provincial contribution toward the cost of this educational program. The legislation governing education is contained in The School Act and The Department of Education Act. From time to time amendments are made to those Acts as changes in the school system are made necessary to meet the changing conditions of the times. In addition to the school laws there are regulations issued by the Department of Education to teachers, dealing with the administration of the school work.

DIVISION OF INSTRUCTION

Supervisory Branch

The responsibility for directing the provincial public school service and maintaining desirable standards of instruction resides with the Division of Instruction, under the charge of the Chief Superintendent of Schools.

The Chief Superintendent, in addition to presiding over the instructional division, assumes direct responsibility for the work of the Supervisory Branch. The Chief Superintendent is Chairman of the Board of Teacher Education and Certification, and of the High School and University Matriculation Examinations Board, as well as being a member of the Senate of the University of Alberta.

The major duties of the Chief Superintendent are to co-ordinate the work of the instructional division as a whole, and to provide leadership to the staff of provincially and locally employed superintendents. This is done by conferring with branch heads within the Division of Instruction, attending major curriculum meetings, and consulting with school superintendents through regional and provincial conferences.

Under the Chief Superintendent of Schools is a staff of High School Inspectors, Supervisors of Special Subjects and Superintendents of School Divisions and Counties who visit the schools in the Province as representatives of the Department of Education. Their work is to see that high standards of instruction and education are maintained and that the general regulations for the administration of schools are carried out. They are concerned not only with every phase of classroom work as it affects pupil and teacher, but also with school equipment, building, finances, etc., and are qualified to advise school trustees on all matters concerning the conduct and improvement of schools.

The eight High School Inspectors supervise instruction in grades ten to twelve.

Most of our rural school districts have been organized into larger School Divisions and Counties with an average of about one hundred classrooms. We cannot undertake here to enumerate the

many advantages of this organization. To each Division or County the Department of Education assigns a Superintendent whose responsibility it is to visit schools, advise school trustees, assist teachers, interpret law governing education in Alberta and generally look after the welfare of his division. There are now thirty-three divisions and twenty-six counties in the Province.

Supervisors of special subjects supervise instruction in Home Economics and Industrial Art in all schools where these courses are given. As specialists they can advise on the latest and best shop methods and classroom practice and on technical and mechanical equipment.

SPECIAL EDUCATIONAL SERVICES BRANCH

The Alberta School for the Deaf

This residential school is located in Edmonton and has been in operation for the past seven years. It provides academic and semi-vocational instruction for Alberta deaf children between the ages of five and eighteen. The accommodation and instruction for the deaf pupils are provided at the expense of the province.

The Correspondence School Branch

This Branch provides instructional service by mail to pupils and students who through no fault of their own are unable to obtain instruction otherwise. The school program is followed in all grades (I-XII) and students may prepare to write Grade IX and Grade XII examinations.

Many classroom students attending small high schools register for one or more subjects by correspondence. Other young people who left school a few years ago are now seeking to obtain complete high school diploma or matriculation standing.

Latest enrolment figures (November 29, 1963) was as follows:

Elementary	281
Junior High School	867
Senior High School	8,367
Total	9,515

Examinations Branch

Examinations Boards with working committees set our Grade IX and Grade XII examinations and appoint sub-examiners to mark the examination papers. The Examinations Branch, under the Supervisor of Examinations, and with the assistance of the Director of Special Services and the Co-ordinator of Testing and Research, each working with these Boards, is responsible for the printing, distribution and collection of examination papers and the recording of marks. The school records of all Grade IX and senior high school pupils are filed with this Branch, which issues the Grade IX and Grade XII diplomas.

Guidance

The Supervisor of Guidance gives assistance and advice to school counsellors and vocational guidance officials.

Research

The Co-ordinator of Testing and Research is closely associated with the instructional activities of the Department of Education and many research projects seek to determine the adequacy of instruction. Statistical work required for the scaling of Departmental examinations and other statistical studies are on-going activities and involve much item analysis, sample studies and correlations. Special projects, such as quality control studies, evaluation of experimental programs, mobility studies, prediction of enrolment, drop-out studies, etc., are conducted as required.

Special Education

Provision is made for the education of Alberta blind children, including transportation, at the expense of the province in residential schools in other provinces. In these schools they receive training which enables them to enjoy a fuller and more useful life in spite of their handicap.

Financial assistance is provided by the Department for retarded children who may be taught in opportunity classes or schools for retarded children. Likewise, assistance is provided for hard-of-hearing children, and the partially sighted, and those with other physical handicaps in order that they may be educated in special classes.

Regular supervision of all children included above is given by the Supervisor of Special Education.

Students' Assistance

Assistance is given under the Queen Elizabeth Education Scholarship Fund and the Students' Assistance Act. Scholarships, grants, loans, and bursaries are provided for university students, vocational students, and high school students. In addition, the Education of Service Men's Children Act provides for allowances to assist the children of deceased and disabled servicemen to obtain a secondary education.

CURRICULUM BRANCH

The Curriculum Branch is responsible for all matters pertaining to courses of study including regulations relating thereto, textbooks, reference and library books, in so far as these matters come within the jurisdiction of the Department of Education, and for the operation of the Audio-Visual Services Branch.

The program of studies gives the teacher general instruction governing the classroom work in the school, listing the subjects to be taught in each grade, the aims and objectives of each course and the text book and references which have been carefully selected to give maximum assistance to pupil and teacher.

The publication, therefore, of all curricular materials of use in the classroom as well as curriculum news letters, special programs etc., are a major work of this branch. Curriculum guides are prepared by groups of teachers and Department of Education officials working in committees. Frequent surveys and questionnaires provide the basis for changes in course content.

The program of studies throughout the school requires an abundance of classroom aids and good reference books. Once a year a classroom aids bulletin brings up-to-date the results of the search for new, inexpensive teaching aids while the search for and evaluation of new reference books goes on continuously.

Audio-Visual Services

The work of this Branch is directly related to the provincial curriculum and functions under the Curriculum Branch. The Audio-Visual Services offered by the Branch include provision of radio and television programs for schools, maintenance of a film library and filmstrip preview service, operation of a tape-recording service and publication of guides, catalogues and other information for teachers and administrators.

During most of the school year, two radio programs each day are broadcast to schools, some of them in co-operation with other Western provinces and the National Advisory Council on School Broadcasting. The Branch provides a number of television programs during the year which are designed to explore the role of television in education and to supplement classroom work in certain key subjects. A large library of sound films is maintained and circulated to schools which register for the service. A growing number of filmstrips are available to schools on a preview basis to enable teachers to see them before they are ordered. A library of taped material is made available to Alberta schools through a Tape Recording Service — by means of which material is re-recorded on tapes supplied by schools for the purpose.

The Audio-Visual Services Branch keeps up-to-date information about all audio-visual instructional resources and assists teachers and administrators to use these resources in carrying out the objectives of the curricula.

Teacher Education and Certification Branch

The Minister of Education, with the approval of the Lieutenant-Governor in Council, sets regulations and standards for the examination, licensing and grading of teachers. In brief, it is he who must decide on the requirements which are to be made of persons who teach in the classrooms of Alberta. One of his important concerns, during a period of rapidly increasing school population, is to secure the services of well-qualified teachers to instruct students in grades one to twelve.

A Board of Teacher Education and Certification, composed of representatives from the Alberta Teachers' Association, Alberta School Trustees' Association, University of Alberta and the Depart-

ment of Education, has been established to advise the Minister on problems and matters which have to do with the training and qualifications of teachers. This means that, in the meetings of the Board, the organizations and groups which are most directly interested in the education and supply of teachers may present their viewpoints.

By agreement between the Minister of Education and the Board of Governors of the University of Alberta, the Faculties of Education have assumed responsibility for carrying out the training program of teachers. Preparatory courses for teachers are offered in the Faculties of Education at Edmonton and Calgary.

Applicants for registration in teacher training programs offered by the Faculties of Education are required to hold satisfactory standing in specified Grade XII examination courses. At present matriculants seeking admission to the Bachelor of Education program must possess a High School Diploma which is based on six Grade XII examination subjects.

The various classes of general teaching certificates and the minimum amounts of university preparation for these certificates are as follows:

Name of Certificate	University Course
Standard E (Grades I - IX)	Two Years
Standard S (Grades IV - XI)	Two Years
Professional (Grades I - XII)	Three Years

At the end of the fourth year in the Faculties of Education the degree of Bachelor of Education is conferred on a successful candidate. Thereafter, to suitable candidates the Edmonton Faculty offers graduate courses leading to the Master of Education and the Doctor of Philosophy degrees.

The office of the Registrar, Department of Education, arranges for the issuance of teachers' certificates, administers regulations regarding teaching authority, and keeps a record of all persons teaching in Alberta schools.

Division of School Administration

The Director of School Administration, with an Assistant Director, Field Administrative Officers, a Supervisor of School Buildings, and two Inspectors of School Buildings, works directly with School Boards on matters of school administration. This work involves the interpretation of school legislation, checking of budgets and financial statements, supervision of school board offices, school building plans and construction, preparation and sale of debentures, school district boundaries adjustments and new organizations, general statistics and grants other than those set by the approved schedules. The Director is also Chairman of the School Buildings Board.

Division of Vocational Education Technical and Vocational Education

This Division of the Department of Education administers all of the technical and vocational training programs which are approved for operation under the Technical and Vocational Training Agreement with the Federal Government, which shares the costs.

The following types of programs are involved: secondary school vocational education, post-high-school technician training, and various other pre-employment programs; training for apprentices; training for unemployed persons, disabled persons, supervisory personnel, and small business administrators; training for military personnel; and the teacher education programs for vocational teachers. The Agreement also includes grants to university students and student nurses.

Other than facilities provided at the secondary school level, training facilities are largely concentrated in the Southern Alberta Institute of Technology at Calgary, and the Northern Alberta Institute of Technology at Edmonton. Additional facilities are used where available when the need becomes apparent. Advantage is also taken of the services provided by private schools, and, when the situation warrants, training is arranged with individual employers under the Training-on-the-Job plan.

The Southern Alberta Institute of Technology

This Institute in Calgary is under the direction of the Department of Education. Students who have left the regular school system, both boys and girls, may receive training in numerous trades and crafts at day and evening classes; certain courses are also given by correspondence. The length of the courses ranges from a few months to two years. Relatively small fees are charged for these courses. The normal Institute year is from early in October until late in May. Any student interested in technical training can obtain information about the courses offered and the regulations governing admission to classes from the Principal of the Institute.

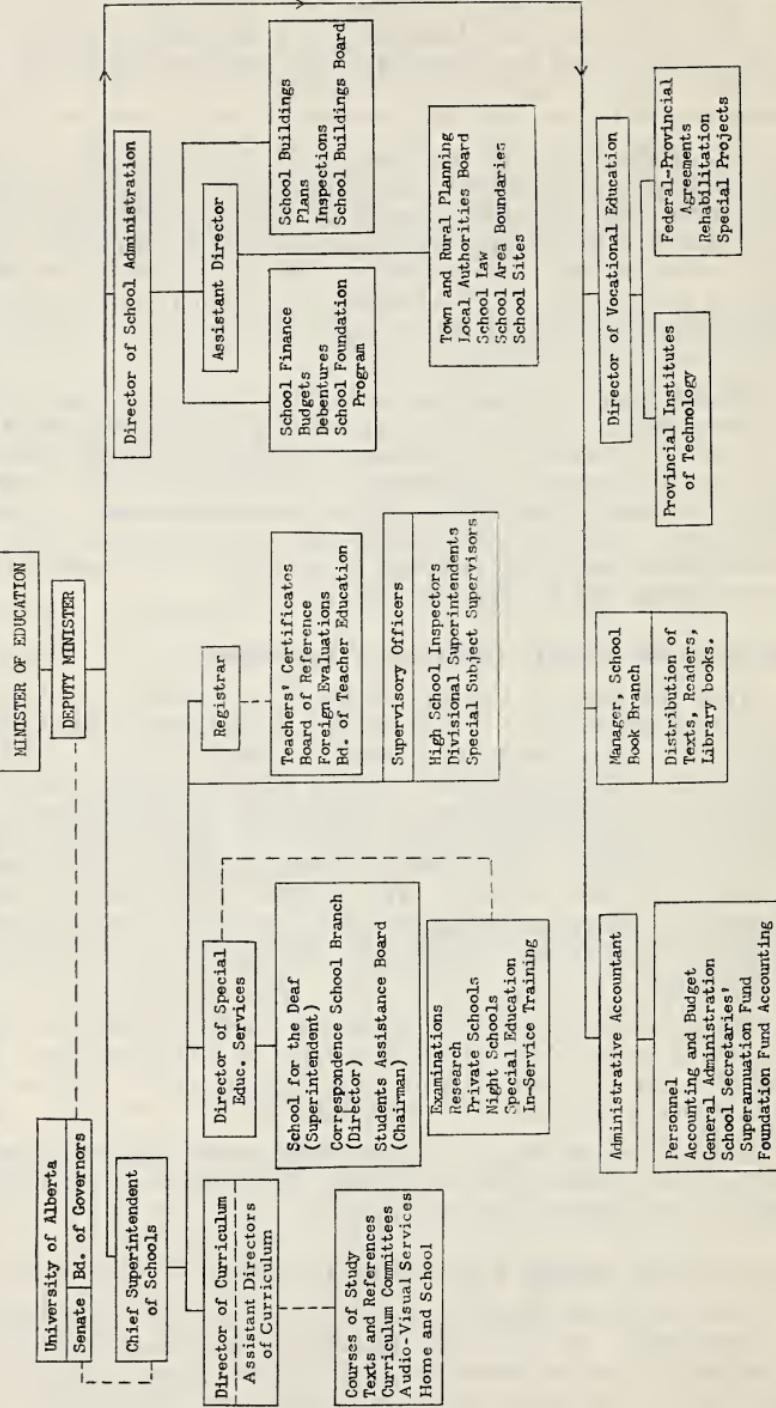
An extensive offering of commercial and applied art is offered at the College of Art, which is a part of this Institute. These programs vary in length from two to four years, and include a comprehensive evening class offering.

Instruction for apprentices enrolled in the apprenticeship program of the Department of Labour, in many of the designated trades, is provided in this Institute.

The Northern Alberta Institute of Technology

This is a new Institute which began to offer instruction in January, 1963. The programs are similar in type to those offered in Calgary. The programs at the Institute which are of a pre-employment, technician training or apprenticeship training type, have been selected to make the Institutes complementary in nature,

ORGANIZATION CHART—DEPARTMENT OF EDUCATION



there being courses offered in Edmonton which are not duplicated in Calgary and vice versa. Correspondence courses are not offered from this Institute, but, similar to Calgary, an evening class program is offered.

The School-Book Branch

This huge book-shop is operated by the Department for the benefit of Alberta's pupils and teachers. The School-Book Branch is a central agency for all school books coming into the Province. The manager publishes a price list annually which standardizes the price of school books throughout the Province. These prices are set as low as operating costs will allow. The School-Book Branch does not aim to produce revenue for the Province; its aim is to give an economical and efficient service to the public.

The University of Alberta

The University has its own governing bodies, the Board of Governors and the Senate; which direct the affairs of the University. The Deputy Minister of Education is a member of the Board of Governors and the Chief Superintendent of Schools is a member of the Senate.

Public Junior Colleges

Provision has been made under the Public Junior Colleges Act for junior colleges offering some university work and other sorts of courses to be established by school boards. One such college, Lethbridge Junior College, has been established by school boards at and adjacent to Lethbridge.

Other Educational Associations

The Department is directly or indirectly linked up with various educational associations which have been organized in the Province to assist the cause of education. The Home and School Association brings the parents and the teacher together for the sympathetic discussion of child problems and child education. The Alberta Teachers' Association and the Alberta School Trustees' Association work with the Department where their particular interests are concerned.



The health of the Province is the main concern of the
Department of Public Health.

THE DEPARTMENT OF PUBLIC HEALTH

History and Organization of the Department of Public Health

In March, 1906, the first **Public Health Act** was passed by the Provincial Legislature. It provided for the creation of the Provincial Board of Health consisting of five members, with full authority and responsibility for administering the health laws of the Province. By this Act the Province was divided into Health Districts, and a Board of Health was constituted in each District under the supervision of the Provincial Board of Health. The first Provincial Board was appointed in 1907, and was composed of the following members: Dr. J. D. Lafferty, Dr. F. H. Mewburn, Dr. C. N. Cobbert, Dr. L. E. W. Irving, and Mr. R. B. Owens.

The Public Health Act of 1907 was repealed in 1910, and a new Act passed. The new Act gave the Provincial Board power to draft regulations covering the activities of the Public Health Branch. From 1905 to 1918, Public Health was a branch of the Department of Agriculture; from January, 1918 to August, 1918, a branch of the Department of the Provincial Secretary; and from 1918 to 1919, a branch of the Department of Municipal Affairs.

During the 1919 session of the Legislature, **The Department of Public Health Act** was passed, by which the Department of Public Health was created and was given authority and responsibility for administering all the Statutes of the Government relating to health.

The officials of the Department of Public Health in January, 1964, were as follows:

Minister of Health

Deputy Minister of Public Health

Director, Division of Arthritis Services

Director, Division of Cancer Services

Director, Division of Cerebral Palsy Services

Executive Director, Division of Hospital Services

Director, Division of Industrial Health Services

Director, Division of Local Health Services

Director, Division of Medical Services

Director, Division of Mental Health Services

Director, Division of Provincial Laboratories

Director, Division of Sanitary Engineering

Director, Division of Social Hygiene

Director, Division of Tuberculosis Control

Director, Division of Vital Statistics.

Arthritis Services

Provision is made by the Department of Public Health for the treatment of persons under the age of twenty-five years, suffering from rheumatoid arthritis. Residents of the province under the age of twenty-five years should be referred to the Rheumatoid

Arthritis Clinic by their physicians. Investigation and diagnosis of these cases is provided free of charge by the clinic.

Cancer Services

Cancer, a disease threatening humanity and now second in order of frequency as a cause of death, is steadily increasing. When discovered early, cancer is curable.

The Government of the Province of Alberta passed legislation in 1940 known as The Cancer Treatment and Prevention Act. Beginning with a clinic in Edmonton, established in 1941; a clinic opened in Calgary, late the same year, and a third clinic was opened in the city of Lethbridge in October 1950.

Cancer Clinics in 1941 examined 1,142 patients, 8,123 in 1950, 14,308 in 1955, 19,445 in 1958, 22,075 in 1959 and 24,718 in 1960. Since the inception of the service to December 31, 1960, 200,810 examinations have been carried out. Approximately 50% of those examined were diagnosed as having cancer and were given treatment free of cost to the patient.

Routine Procedure

The routine procedure governing the management of cases may be outlined as follows:

A person legally entering Alberta may establish residence and be entitled to services under the Cancer Treatment and Prevention Act when he has lived in Alberta as a self-supporting individual during the immediately preceding twelve months.

Dependents of persons mentioned in the above paragraph who first enter Alberta at a later date and who do not have any pre-existing illness at the time of entry shall be eligible for cancer services if the person mentioned has attained Alberta residence.

Dependents of persons mentioned above who first enter Alberta at a later date and who have a pre-existing illness shall be entitled to cancer services after entering Alberta,

- (a) if the original entrant is a Canadian and has established residence in Alberta as defined above;
- (b) if the original entrant, being a British subject, has lived in Alberta for the immediately preceding two years;
- (c) if the original entrant, not being a British subject, has lived in Alberta for the immediately preceding five years.

A member of the Canadian Armed Forces who was a resident of the Province of Alberta at the time of his enlistment shall be regarded as a resident of the Province, as long as he remains a member of the Canadian Armed Forces and for one year after his discharge. During the time of his membership in the Canadian Armed Forces, he shall not be eligible for cancer services, since such services are the responsibility of the Government of Canada.

If dependents of such members of the Canadian Armed Forces have resided outside of Alberta, they shall be entitled to cancer services immediately after returning to Alberta, if the said member of the Armed Services is still regarded as a resident of Alberta as defined above.

Any resident of the Province, after consulting or being examined by his attending physician during the previous six months may present himself at the clinic with or without a recommendation from his attending physician and if the Associate Director is satisfied that the signs, symptoms, or findings disclosed, justify further investigation by the clinic, he may admit such patient to the services of the clinic.

Persons who have not established residence in the Province shall be entitled to any diagnostic and treatment services that are normally provided within the clinics, upon payment of a registration fee in the amount of \$10.00 payable upon admission. This does not provide for the diagnostic or treatment procedure that may require services outside of the clinics.

No person shall be considered the responsibility of the clinic unless an application has been filed with a Cancer Clinic.

The patient is examined by members of the clinic staff, x-rays and blood counts done, and necessary diagnostic procedures are authorized and carried out.

If it is necessary to admit the patient to a hospital to complete these diagnostic procedures the cost of this hospitalization, for a limited number of days, if not provided for under Provincial Regulations, as well as the cost of diagnostic procedures, is assumed by the Government.

The diagnosis having been made, if treatment is indicated the patient is given the necessary treatment in the clinic by various forms of radiology such as x-rays, radium, cobalt or caesium or by various chemical methods which have recently come to the fore. If surgery is indicated the patient is referred to a suitable person for this service which is paid for by the clinic.

Educational Help Available

For those interested in cancer education, speakers are available to address community groups, Home and School meetings and other interested organizations. Films on cancer can be had by writing to the Health Education Services, Department of Public Health, Edmonton, Alberta.

Cerebral Palsy Services

Recognition of the need for specialized care for the cerebral-palsied child has only come in the last dozen years. Since classification of this disease as neuro-muscular, success has been gained in rehabilitating victims of cerebral palsy.

The Alberta Government, in the summer of 1950, opened and began operating in Edmonton the first clinic in the province and in 1952 a clinic was opened in Calgary for the diagnosis and treatment of cerebral palsy. Various service clubs contribute support to the service by donating part of the proceeds of their fund drives to buy equipment, in supplying transportation, and in the case of one club, a donation of one of the buildings which is part of the permanent clinic quarters. Commencing in 1957 the province is providing the costs of boarding house accommodation for cases who do not reside in Edmonton or Calgary.

Diagnostic and Check-Up Clinics

Clinics are held at which new cases, referred by attending physicians, public health nurses, superintendents of schools, etc., from all over the province are examined by an orthopaedic surgeon and pediatric consultant. All clinic cases may be re-checked at regular intervals and the extent of their progress determined. Simultaneously the progress of children undergoing drug therapy is supervised by a doctor.

Procedures for Home and Clinic Treatment

Following the original diagnosis, children are referred for either clinic or home treatment. For home treatment cases, parents are instructed in treatment technique and provided with literature and the equipment required to assist in carrying out the necessary procedures. Arrangements have been made by other agencies for transportation for patients, to and from the clinics, within the city limits. Social Service Workers have recently been added to the clinics' staffs in order to provide the parents with the much needed counselling to understand their child and his problems and the Government's position in treatment more fully.

Hospital Services

Any person who is legally entitled to reside in Canada and who makes his home and is ordinarily present in the Province is entitled to benefits provided by the Alberta Hospitalization Benefits Plan providing:

- (a) they are not tourists, transients or visitors in Alberta.
- (b) they are not entitled to receive hospital services or the cost thereof pursuant to the laws of any jurisdiction except The Hospitalization Benefits Act or who are, or could have become, entitled to such insured services from some other Province.

Persons moving to Alberta from a Province which provides hospital insurance will be covered by the Alberta Plan upon the expiry of the coverage they bring with them providing they qualify as a resident. In any event, however, a person moving to Alberta, from a Province which requires a person to reside in that Province for a period of time before they qualify for benefits, will not be eligible for benefits in Alberta for three months or for the period

of time which is required to qualify for benefits in the Province from which they come. To qualify for benefits the payment of a premium is not required and registration is not necessary.

Hospital Benefits Provided

The hospital benefits provided under the Alberta Hospitalization Plan include bed accommodation at a standard ward level; meals; necessary nursing service; laboratory, radiological and other diagnostic procedures; drugs, biologicals and preparations when administered in a hospital; use of operating room, case room and anaesthetic facilities, including necessary equipment and supplies; routine surgical supplies and radiotherapy and physiotherapy facilities, where available.

Exclusions Under the Plan

Few exclusions exist under the Alberta Hospitalization Benefits Plan. With respect to drugs, the restrictions which apply are as follows:

Drugs, biologicals and related preparations are not covered under the plan, when the supplies or drugs are not considered necessary for the treatment of the patient while in hospital, and are intended for use after discharge from hospital and drugs, which in the opinion of the hospital pharmacy committee of hospitals having 180 beds and over, and the Joint Pharmacy Committee of the College of Physicians and Surgeons of Alberta and the Associated Hospitals of Alberta, are not required for the proper treatment of the patient under standard ward inpatient care.

Hospital services not requiring the patient to be admitted as an inpatient are not covered, with the exceptions mentioned under "Outpatient Services". The patient receiving outpatient services is responsible for the total charge for outpatient services on the basis of a schedule of rates determined by the Hospitals Division.

The Hospitalization Benefits Plan does not cover doctors' fees or ambulance service.

External appliances such as crutches are not provided for under the plan.

Outpatient Services

Outpatient hospital services are provided for persons receiving a pension or allowance who have hospitalization and medical services entitlement and are provided with a benefits card by the Department of Public Welfare.

Chronic Hospitalization

Effective April 1, 1959, chronic hospitalization was included under the Alberta Hospitalization Benefits Plan. The individual patient is admitted to hospital by his or her physician and providing he or she is a resident and in need of chronic hospital care the

charge is \$1.50 per patient day in a chronic hospital, or the regular co-insurance charge if the patient is in an approved active treatment hospital. As a temporary measure, until sufficient Auxiliary Hospital beds are available, chronic hospitalization is also provided in certain Nursing Homes that have made contracts with the Department of Public Health and the charge to the patient is also \$1.50 per day.

Free Choice of Hospital

The individual who is eligible for hospital benefits has a free choice of hospital within the Province of Alberta, if, in the opinion of the doctor, he needs hospital care.

Although the freedom of choice of hospital has been given to the individual, it is recognized that there are certain restrictions in regard to distance, availability of beds, attendant waiting lists, and availability of the doctor of the patient's choice which, to a degree, limits the extent to which the individual is able to take advantage of the free choice of hospital which is made available under the Alberta Hospitalization Benefits Plan.

Length of Stay in Hospital

If the patient's doctor considers that the patient requires active treatment care, there are no limitations on the length of stay for which the patient is eligible for benefits. As the hospital service provided is active treatment care, any eligible patient in hospital, who, in the opinion of the Director of Medical Services of the Department of Public Health, no longer requires active treatment care shall cease to be eligible at a date set by the Director of Medical Services.

Cost of Hospitalization to Residents

The individual patient is required to pay a basic amount per patient day referred to as a co-insurance payment which shall be governed by the size of the hospital. The following rates are applicable:

- (a) In the case of all persons other than newborn infants:
 - (i) In a hospital of less than 90 beds \$1.60 per day
 - (ii) In a hospital of 90 beds, but less than 180 beds \$1.80 per day
 - (iii) In a hospital of 180 beds or more \$2.00 per day
- (b) In the case of newborn infants in any hospital .. \$1.00 per day
- (c) In Auxiliary Hospitals and Contract Nursing Homes \$1.50 per day

The above rates roughly approximate the additional costs per patient day which are entailed as a result of having the patient in hospital.

Those persons not eligible for benefits would be responsible for the full rate of the hospital which is set under the Plan.

Free Standard Ward Hospitalization for Certain Individuals

The Province of Alberta will pay the co-insurance payment for the following residents, except when admitted to federal or contract hospitals, auxiliary hospitals and nursing homes and in hospitals outside Alberta:

- (a) persons in receipt of a pension or allowance in which the Province participates and who are authorized to hold a hospitalization entitlement card issued by the Department of Public Welfare, and the dependents of such persons;
- (b) persons whose hospitalization is authorized by an Arthritis Clinic operated by the Department of Public Health;
- (c) persons whose hospitalization has been approved by a Cancer Clinic operated by the Department of Public Health for the first seven days of hospitalization;
- (d) persons who have been afflicted by poliomyelitis and are admitted to an approved hospital for treatment as a consequence of being so afflicted;

Out-of-Province Benefits Coverage in Hospitals Outside Alberta

A resident of Alberta qualifies for insured services in hospitals outside Alberta:

- (a) as an emergency case while temporarily* away from Alberta.
- (b) in an elective case when he has gone outside Alberta for recognized medical surgical treatment by a qualified physician.
- (c) if living near the Alberta border where an Alberta hospital is not readily accessible and is admitted to the closest hospital in the adjoining province.
- (d) when moving permanently from Alberta to make his home in another province participating in hospital insurance for the period of time required for a resident thereof to become eligible for insured services, and providing he had done all things required by the law of such province to become an insured person therein immediately upon becoming a resident of that province.
- (e) when moving permanently from Alberta to make his home outside Canada for the period involved in normal travelling time to the port of embarkation for the country in which he intends making his home.

*Temporarily away, means being absent from Alberta on holiday, visit, education or business engagement, with the intention of returning to Alberta. Any absence from Alberta of longer than twelve consecutive months is not considered as temporarily away except when a person leaves Alberta for the express purpose of furthering his education and who is not gainfully employed outside Alberta except for vacation employment.

Industrial Health Services

This division was set up to provide a service dealing with measures designed for the protection of the health of industrial workers. It is hoped that it will in time be prepared to provide advisory and consultative facilities regarding toxic processes of various kinds, investigate industrial hazards and nuisances where necessary and be in a position to make its contribution towards improving the environmental hygiene of industrial establishments.

Local Health Services

Communicable Diseases

The purpose of this service is to record the incidence of communicable diseases within the province based on the reports submitted by local health authorities, to advise local health authorities on the most effective methods in the prevention and control of communicable diseases, and to provide a consulting service to physicians in cases of infectious disease.

The Communicable Diseases Service is in charge of the distribution of biological products including the various vaccines and sera for the purposes of immunization. In 1954, the province participated in the field trial of Salk vaccine for the prevention of poliomyelitis. In every year since then it has provided this vaccine to the extent of available supplies to various age groups. By the end of 1961 almost all persons up to age 18, many up to age 40 and some over age 40 had obtained protection. In 1962, two feedings of Sabin vaccine were offered to those who had completed a series of inoculations with Salk vaccine.

Started in 1959 a supplemental dental health grant equivalent to one-fifth of the total health grant is made available to encourage and aid health units to provide a preventive dental program. This grant must be matched locally by two-thirds of its amount. The programs are basically preventive in nature providing for statistical surveys, dental health education, examination and referral, consultation, topical fluoride treatment and various degrees of actual dental care to limited age groups, in some instances, depending on local circumstances.

These services are provided through a full time dental health officer in a health unit and/or a third-year dental student working in health unit programs during the summer recess, providing all preventive services except actual treatment services.

A two-year Dental Auxiliary training course was instituted at the Dental Faculty, University of Alberta in September 1961. These auxiliaries will work with the dentists in health unit programs providing education and preventive services.

An amendment to the Health Unit Act in 1959 authorizes payment of an additional 10c per capital for dental services to cities

over 100,000 population, which presently includes Calgary and Edmonton.

In addition to the above, another type of program, outside of the regular health unit services, is operating. Dentists using transportable equipment on a loan free basis from the Department of Public Health visit the more outlying areas where dental practices are not established, to make dental treatment available to all on a private practice basis.

Arrangement for these services can be made through the local health unit, Department of Public Health and the Alberta Dental Association. The actual services and payment of fees, etc., will be an individual and private matter between the visiting dentist and the patient.

Health Education Services

Health Units

Establishment of a Health Unit

The Health Unit Act provides for the organization, administration and health services in a Health Unit. Under this legislation, the Department is authorized to make grants available to health units as approved by the Minister of Health. A rural health unit is established by agreement between one or more municipalities and the included towns and villages. For the purpose of controlling the service the area is divided into wards, and the municipalities concerned appoint one board member to represent each ward. The board thus appointed is responsible for the administration of the health unit. The cost of operation is shared, with the province paying a grant at a per capita rate depending upon the population. The remainder is divided among the contributing municipalities in proportion to their population. Practically the entire settled part of the province is now covered by Health Unit Service.

The program of a rural health unit is carried out on a year round basis and includes the following:

1. Service to infants and preschool children through child health conferences and home visiting by public health nurses.
2. School health programs.
3. Investigation of outbreaks of communicable disease and effecting measures of control. Close cooperation with the Division of Tuberculosis Control is maintained.
4. Immunization of all age groups against the diseases for which effective protection can be given. These include whooping cough, diphtheria, poliomyelitis, tetanus and smallpox.
5. General supervision of community sanitation including water supplies, food and milk supplies, sewage disposal and all types of eating establishments.
6. Health education is promoted by all members of a local health unit staff. This is accomplished through distribution of public

health literature, articles in local press, radio talks, exhibits, use of health films and addresses to community groups on a wide variety of health subjects. Prenatal group teaching is given in many communities.

Nutrition Services

The objective of Nutrition Services is the improvement of the health and well-being of every family in Alberta through the practical application of the basic principles of normal nutrition. Thus the aim is to integrate nutrition education into the total provincial health program and to this end the public health nutritionist works primarily in cooperation with personnel in schools and health and welfare agencies. By working as a consultant to professional groups the nutritionist is able to reach more people than she could through direct service.

Public Health Entomology and Vector Control

Insect Transmitted Disease

Since 1938, field work has been conducted in the province in regard to insect-transmitted diseases in Alberta, such as Rocky Mountain Spotted Fever, sylvatic plague, tularaemia, encephalitis, etc. Surveys have also been conducted in regard to the invasion of rats from the adjoining provinces to border areas.

An active educational campaign has been conducted with a view to informing the public as to the serious nature of these diseases and the most effective methods of prevention and control.

Inoculation against the Rocky Mountain Spotted Fever gives immunity for a period of a year. This protection is available to residents of areas exposed to the disease. The vaccine is provided by the Department of Public Health and the inoculations are given by the health unit.

Vector Control

While the underlying objective of vector control has always been that of emphasis upon control of proven vectors of disease, it has in practice been impracticable and undesirable to confine the program strictly to disease control. Administratively and operationally, difficulties are encountered in attempts to obtain species control, particularly when the vector is relatively innocuous as a pest, but co-exists in areas with more obvious species which cause the public great discomfort. More and more the influence of economics and discomfort, expressed as nuisance, has become the chief basis for public support of vector control operations in this general field. The ever increasing demands of the public for higher levels of comfort as well as sanitation, have invited the broadening of vector control to include the realm of environmental nuisance control, and the protection of human health against the misuse of chemical pesticides.

Poison Control Services

A poison treatment centre has been established in every general hospital in Alberta. At these centres information is readily available as to whether a particular substance is poisonous or not and, if so, what the active poisonous material is and what can be done about it. This information is tabulated on cards which are kept on a card wheel for quick reference and is available immediately to the family doctor, the hospital nurse or, in emergencies, to the worried mother. It is expected that on many calls the answer may well be "the substance you mention is not poisonous" or "although ordinarily poisonous the dose is so small that it is not dangerous".

Public Health Nursing Services

Much of the service given by public nurses has been outlined under the services provided by the local health units. Similar community service is rendered by the nurses employed by the City of Edmonton and the City of Calgary.

Throughout Alberta there are 250 public health nurses employed by official agencies.

Municipal Nursing Service

The Municipal Nursing Service is available to the isolated areas of Alberta to provide emergent treatment services and a preventive public health program. At present there are 15 areas in the province receiving this service. Eleven of these are located within Health Unit boundaries.

The service provides for first aid and emergent treatment in cases of accidents or sudden illness when no medical service is available. A small charge is made to cover partly the cost of calls, drugs and dressings. In addition to emergency care, the Municipal Nurse provides a preventive service similar to that provided by public health nurses in other communities served by health units.

Medical Services

The Medical Services Division is responsible for the provision of medical, dental, optical and chiropractic services for pensioners; administers and operates two Schools for Nursing Aides at Calgary and Edmonton, also the School for Laboratory and X-ray Technicians at Edmonton. The Division is also responsible for all poliomyelitis treatment services except the hospitalization; operates an Emergency Air Ambulance Service; provides free penicillin tablets for children up to the age of 18 years who have had authenticated rheumatic fever, and also provides insulin, tolbutamide and phenformin for diabetics, subject to a means test.

Pensioners Services

The Division provides treatment services which include medical and surgical care by any qualified physician, dental treatment in-

cluding half the cost of new dental plates, optical services including examination and one pair of glasses every two years if required, and chiropractic services. These services are available to all holders of treatment service cards, such as old age pensioners, blind pensioners, disability pensioners, recipients of mothers' allowances, widows' allowances, social allowances, and for the dependents of these persons. Child Wards are also issued with treatment services cards and qualify for all services except chiropractic.

Poliomyelitis Services

During an epidemic of poliomyelitis there is a relatively small number of cases, who actually have the disease, that develop clinical symptoms, and a much smaller percentage that develop serious symptoms of paralysis. For these latter there may be a prolonged period of hospitalization and medical and surgical care ahead for them entailing the expenditure of funds which most families can ill afford. For this reason the Department of Public Health assists in providing hospital and medical care for these individuals. To be eligible for government assistance the patient must have been residing in Alberta for at least one year prior to the onset of the disease.

Following are the services provided:

Acute or Isolation Period

1. Hospitalization—During the acute or fourteen day isolation stage of the disease the Department of Public Health provides hospital and necessary nursing care at no cost to the patient.
2. Medical Services—Medical care is provided free for acute cases being treated in respirators, otherwise medical services are at the patient's own expense during the acute stage.

Chronic or Post-Isolation Period

1. Hospitalization—Subsequent to the acute period the Department of Public Health provides necessary hospitalization free to cases which show some degree of paralysis or muscle weakness.
2. Medical Services—Subsequent to the acute stage where a patient shows some degree of paralysis or muscle weakness the Department of Public Health provides necessary medical and surgical care free in certain hospitals capable of providing special services.
3. Respiratory Cases—For cases being cared for in respirators there is an agreement between the Alberta College of Physicians and Surgeons and the Department of Public Health, whereby the Department through the college provides doctors to render special medical, surgical and supervisory care to respiratory cases.

Appliances

All necessary appliances are provided free to both out-patients and patients in hospital.

Physiotherapy

Physiotherapy services are provided free to hospital cases and outpatient physiotherapy is provided free in the University Hospital, Edmonton, Calgary General Hospital, Calgary, Alberta Crippled Children's Hospital, Calgary, and Lethbridge Municipal Hospital, Lethbridge.

Other out-patient services provided are muscle tests and diagnostic radiology.

Rehabilitation

The resulting paralysis may call for a change in activities for the patient and may require some training for a new way of life. This special training may commence within the hospital but usually this re-education commences after the hospital period. Special arrangements can be made through the Department of Public Welfare for training which is suitable to the capabilities of the particular patient.

A limited number of cases who still require respirator care have been returned to their homes. The Department of Public Health supplies the necessary equipment for this purpose.

Rheumatic Fever

1958 saw the introduction of a program to prevent recurrent attacks of rheumatic fever in children thus reducing heart damage. Children up to the eighteenth birthday can be supplied with free penicillin tablets to be taken daily. This prevents the streptococcal infections of the throat and thus reduces the risk of new attacks of rheumatic fever. Age 18 is chosen because beyond that time the risk of infection is less and damage to the heart valves is less severe.

Special Drugs

For a number of years the provincial government has provided free insulin for the treatment of diabetes in cases where the purchase of this material created a serious financial problem for the family. In 1959 this service was extended to include tolbutamide, an oral drug for the treatment of certain types of diabetes. In 1962 the service was further extended to include phenformin. Applications for insulin, tolbutamide and phenformin are subject to a means test. The provision of certain criteria from the doctor is necessary before tolbutamide or phenformin can be provided.

Nursing Aides

Advances in medical science and public health have resulted in an increasing demand for nurses. Across Canada this has meant

a serious shortage of graduate nurses in hospitals, public health services, institutions and other fields.

To alleviate this shortage in Alberta hospitals the Department of Public Health sponsors two schools for the training of nursing aides who are then licensed to perform certain nursing duties under the supervision of a graduate nurse. The Calgary School for Nursing Aides is located at 1315 - 16 Avenue, N.W., Calgary, and the Edmonton School for Nursing Aides is located at 11136 - 84th Avenue, Edmonton.

Purpose of the school is to train girls and women to perform certain nursing duties in hospitals, mental institutions, tuberculosis sanatoria or nursing homes under the supervision of a graduate nurse. The Alberta Association of Registered Nurses actively cooperates by appointment of a nurse to act on the Advisory Council. By the end of 1961 the schools had certified 3,821 nursing aides.

School of Laboratory and X-Ray Procedures

The smaller country hospital has always been under a disadvantage in rendering laboratory and X-ray services to its community. The volume of work in this field does not usually justify the employment of a highly-trained, registered technician in each field. To meet this need the Department of Public Health through Medical Services Division operates a school where fundamental training can be provided to selected students for these positions.

By the end of March 1961, there have been 119 technicians complete the course of whom nearly all are still active in hospitals.

Emergency Air Ambulance Service

In January 1959, the government of the province, through the Department of Public Health, implemented a fully organized "Emergency Air Ambulance Service" for its residents. This program is intended to provide transportation to hospitals in larger centres from outlying areas for medical and surgical cases, who, because of the emergency nature of the condition, or because of inaccessibility of hospitals to the patient, of necessity must be transported by air service. Other types of cases will not be eligible for this service.

The program also includes the transportation of blood for transfusions or transport of a specialist when the situation is urgent and the patient cannot be moved.

Mental Health Services

Mental Patient's Hospitalization

Patients suffering from mental illness and admitted to one of the Provincial Mental Hospitals are provided with hospitalization care and complete medical treatment at a cost to the patient of \$1.50 per day in Ponoka, Edmonton, Raymond, Claresholm and at "Rosehaven", Camrose.

The cost of operating our Mental Institutions is approximately \$6.00 per patient day. The difference between what the patient pays and the actual cost is provided from Provincial General Revenue.

Patients may be admitted voluntarily through their own physicians or by medical certificates from two qualified physicians after approval by a magistrate or justice of the peace. In acute and urgent cases admission may be by warrant of the Attorney General following a court hearing which may be held privately.

The hospitalization service includes all medical, surgical and other therapeutic measures prescribed by the medical staff.

Discharge of Patients from Mental Institutions

A person admitted to an Alberta mental hospital as a voluntary patient may be discharged within five days of submitting in writing notice of his desire to leave the hospital. Patients admitted to mental hospitals by medical certificate are discharged at the discretion of the medical superintendent. Patients committed to the mental hospitals by warrant of the Attorney-General are discharged on the recommendation of the medical superintendent, with the approval of the Attorney General's Department. A probationary period of six months must elapse before such a discharge is fully effective.

Senile Mental Patients

Patients who have been confined to an active treatment mental institution and are no longer in need of active mental treatment may be transferred to the Rosehaven Home, Camrose, where they receive hospitalization and medical care, at \$1.50 a day.

Mental Defective Patients

Mentally retarded children who are classified as mental defectives, are provided with care and training at the Provincial Training School, Red Deer, at a cost of \$1.00 per day to the municipality from which he comes up to age 21. This charge may be passed on by the municipality to the parent or guardian. After age 21 the patient is himself responsible subject to the Maintenance Act.

"DEERHOME", an institution designed for the long-term care of defectives, has been opened in Red Deer near the Provincial Training School.

Admission of Mentally Defective Persons to Provincial Institutions

Children are admitted to the Provincial Training School, Red Deer, on application from the parents or guardians. Mentally defective adults may be admitted to other provincial institutions by similar application to the respective medical superintendents. Where no relative or responsible person will make the necessary application in these cases the Minister of Health may order an

inquiry to be held by justice of the peace or magistrate, and thereafter order the mentally defective person admitted to an institution.

Provincial Guidance Clinics

These clinics are under the general direction of the Director of the Division of Mental Health. Each Clinic is under the immediate supervision of a psychiatrist with a staff of additional psychiatrists, psychologists, social workers and clerical workers.

Five regular clinic centres have been established—Edmonton, Calgary, Red Deer, Ponoka and Lethbridge, with a branch of the latter in Medicine Hat. Clinic Service generally is extended to numerous other points throughout the province.

The purpose of these Guidance Clinics is to provide a preventive service in mental health, with a view to early detection of emotional and behavioral maladjustments in children and to give proper advice and assistance to parents, teachers and other persons interested in community welfare, in the handling of these problems. The clinics provide extensive treatment services in the larger centres and to a lesser extent in other centres.

Provincial Laboratories

Public health laboratory services are now available to hospitals, local boards of health, health units, and physicians, through two modern well-equipped public health laboratories, at Edmonton and Calgary.

The work performed by the provincial laboratories of public health includes numerous types of bacteriological, pathological, serological and chemical examinations, which are of vital importance in the diagnosis of disease and in determining scientific measures for its prevention and control. Facilities for the epidemiological investigation of virus diseases are established in the Edmonton laboratory.

This Division is required to examine and pass on all projects providing for the construction of water and sewerage systems, sewage disposal plants, water treatment equipment, and swimming pools. At present fifteen to twenty million dollars is being spent annually throughout the province on construction of the aforementioned works and it is important both economically and for better health that they be according to standard specifications.

There has been an enormous increase in the work of the Sanitary Engineering Division in recent years as a result of the number of towns and villages which have installed waterworks and sewage disposal plants. The staff of the Sanitary Engineering Division has recently been increased in order to keep pace with this growth and to give various municipalities the assistance they request in dealing with various problems such as improving the quality of drinking water and training town foremen in engineering methods of maintaining and operating public utilities.

General Sanitation and Food Control

The Department's responsibility in food control and general sanitation is carried out by men qualified by training and experience for their duties. These services are extended to all areas of the province not organized into Health Units. Assistance may be given to Health Units on request.

The services rendered include inspections of restaurants, bakeries, dairy farms, pasteurizing plants, tourist accommodation, construction camps and waste disposal grounds. Investigations of outbreaks of the communicable diseases which may be spread by food are carried out as required.

Inspectors also give assistance to the public regarding public and private water supplies and sewage disposal systems and in response to requests or complaints inspect slaughter houses, cemetery sites, nuisances and schools.

A comparatively new activity of the Inspectors is the inspection of trailer coach parks which in the last few years have become an important factor in the accommodation of families.

Stream Pollution

A stream pollution survey project was established in 1950 for the purpose of determining the extent of pollution in rivers and lakes throughout the province. Initial surveys and reports on three river systems have been made and regular checks include examination for bacterial contamination, oxygen depleting materials, taste and odor substances, oils and greases, and other objectionable materials suspected of being present.

These data are essential to the Provincial Board of Health in determining the extent of treatment to be required of municipalities and industries necessary to prevent adverse pollution of the province's water resources. Industries proposing to establish within the province and discharge wastes to a river or lake and municipality planning to dispose sewage into these waters must apply to the Provincial Board of Health for approval of this release.

Air Pollution

The division conducts surveys to assess pollution of the atmosphere in urban and industrial areas. This is done to evaluate complaints received, to measure air quality before certain industries are established, and to assess the present levels of air pollution in areas of concentrated urban and industrial development. A fully equipped chemical laboratory is used in conjunction with field equipment, which includes a mobile trailer unit for this work. The increasing industrialization of the province has made it necessary to expand this service very materially in the past couple of years.

Social Hygiene

This division deals with the treatment and control of venereal diseases.

Syphilis, which was formerly near the top of the list of killing diseases, is now near the bottom of this list. Blood testing of large sections of the population continues to bring to light, persons with syphilis which was acquired many years ago, but new or recently acquired syphilis has become a rarity. This is a result of the educational campaign carried on over a period of thirty years, and of improved methods of treatment with the new drugs now available for this purpose.

Gonorrhea, on the other hand, has not shown any marked reduction, although the incidence of this disease is lower today than it was a few years ago. This disease is not well reported, but a gratifying feature of the present day, is the absence of complications in the spread of the disease to other organs. This is due to the use of the newer drugs such as the sulfonamides and penicillin. We have advanced to the position where gonorrhoea is no longer the "sterilizer of the race", nor syphilis the "killer of the race".

Diagnosis and Treatment

Diagnostic procedure and treatment for Venereal Disease is provided free at clinics maintained at Edmonton, Calgary and Lethbridge. Where patients are unable or unwilling to attend these free clinics, the drugs needed are supplied without charge to their doctors by the Division. In these cases the patient is required to pay for the doctor's services only. Specialist consultation services are provided, also without charge, for physicians who have cases of venereal disease under their care.

Tuberculosis Control

Free Diagnostic and Treatment Services

The Tuberculosis Act, 1936, provides free hospitalization, medical treatment and diagnostic services. Only pulmonary and other infectious cases were accepted but on February 1st, 1949, the service was broadened to include all types of the disease.

Tuberculosis Patients' Hospitalization

Sanatorium care including hospitalization, medical services and all approved treatments are provided out of the General Revenue of the province, for any Alberta resident suffering from any form of active tuberculosis. This service includes all x-rays, drugs, laboratory services and other medications or surgical procedures found necessary in the treatment of this disease.

To be eligible for this free treatment a person must have resided in Alberta for at least 12 consecutive months during the twenty-four month period immediately preceding admission to the sanatorium.

Diagnostic clinics are held regularly at the above sanatoria and other strategic locations in the province. During the summer

season mobile X-ray units carry on surveys in the rural areas. This service has been in operation for 15 years and all accessible areas have been covered several times. For the past three years this service has been concentrated in districts where tuberculosis disease and death rates are the highest. Free chest X-ray service is also available in the city halls of Edmonton and Calgary, in the Unemployment Insurance Commission Office in Edmonton, and in the Lethbridge Health Unit Office.

Prevention and Control

Deaths from Tuberculosis have shown a rapid decline in the past few years. In 1936 the rate for the province was 49.4 per 100,000 of the population; 1946—37.6; 1952—12.9; 1953—7.2; 1954—6.1; 1955—7.4; 1956—3.8; 1957—5.9; 1958—3.7; 1959—3.5; 1960—2.7; 1961—2.4. In recent years, Ontario, Saskatchewan and Alberta have taken turns in having the lowest tuberculosis rate in Canada.

The incidence of the disease however, has not declined in pace with the falling death rate. The number of new cases discovered each year is falling more slowly.

Vital Statistics

The Division of Vital Statistics is responsible for the administration of The Vital Statistics Act and the Solemnization of Marriage Act.

Births, Marriages and Deaths

The primary work of the Division of Vital Statistics is the collection and recording of information concerning births, marriages and deaths. The work of the Division is accomplished with the assistance of 200 District Registrars who collect the records and forward them weekly to the head office. Microfilm copies of these records are forwarded promptly to the Dominion Bureau of Statistics, Ottawa. Births are required to be registered within ten days, marriages within two days, and deaths within 24 hours and before burial takes place.

Marriage licenses are issued in more than 150 centres. The registered clergy of all denominations and marriage commissioners are issued with certificates of authority to perform marriages. A blood test is required before a marriage license is issued.

The Division of Vital Statistics also keeps records concerning changes of names, legitimation of births, adoptions, divorces and acts as a clearing house for the verification of events for social benefits.

The division also keeps a registry of all cemeteries in the province, and those responsible for such cemeteries are required to report all interments.

SELECTED LIST OF HEALTH PUBLICATIONS AVAILABLE FROM HEALTH EDUCATION SERVICES, DEPARTMENT OF PUBLIC HEALTH

Room 308, Administration Building, Edmonton, Alberta

Alcoholism

- Alcohol and the Impaired Driver
- Alcoholism
- Alcoholism a Guide for the Family
- The Alcoholic and the Practising Physician

- Six to Eight Years of Discovery
- Understanding Your Teenager
- Understanding Your Young Child
- Up The Years from One to Six
- Your Baby
- Your Teen Years

Cancer

- A Clear Look at Cancer
- Teaching About Cancer
- To Smoke or Not to Smoke
- What You Should Know About Cancer
- Youth Fights Cancer
- Youth Looks at Cancer

Child and Maternal Health

- Before Baby's Born
- Care of the Premature Infant
- Education for Expectant Parents
- Posture and Rest Positions for Expectant Mothers
- Preparing for Parenthood
- Ten Points to Remember Before and After Baby Comes
- The Canadian Mother and Child

Communicable Diseases

- ABC'S of Childhood Diseases
- Chicken Pox
- Infectious Hepatitis
- Measles
- Mumps
- Protect our Baby by Immunization
- Scarlet Fever
- Typhoid Fever
- Whooping Cough

Dental Health

- Dental Health Manual
- Dental Health Materials
- Effective Methods for Preventing Tooth Decay
- Good Habits for Good Teeth
- How To Brush Your Teeth
- Protect His Precious Teeth
- Teenagers' Toothtest

Child Training

- Baby Talk
- Bed-Wetting
- The Brilliant Child
- Building Self-Confidence
- Destructiveness
- Discipline
- Eye Trouble
- Fear
- Feeding Habits
- Illness
- Jealousy
- Lying and Stealing
- Nervous Habits
- Obedience
- The Only Child
- Parent Education
- Play and Playmates
- Pocket Money
- Preparing Your Child for Hospital
- Preparing Your Child for School
- Sex
- Shyness
- Sleeping Habits
- Stuttering Temper
- Thumb Sucking
- Nine to Twelve

General

- Alberta Department of Public Health
"Organization and Services."
- Alberta Guidance Clinics
- Alberta Health Services Program
- Allergy
- Arthritis
- The Care of the Feet
- Cerebral Palsy
- Cerebral Palsy Clinics
- Cortisone
- Epilepsy
- Fraud
- Glaucoma
- Health Education Film Guide and Catalogue
- Help Yourself to Health
- Helpful Ideas in Health Teaching
- Home Nursing Handbook
- Into the Shadows
- Living a Man's Life
- Alberta Medical Plan
- Nitrate Poisoning of Infants
- Ozone
- Pencillin
- Quackery
- Respiratory Protection

Score High for Health
Sharp Eyes for Teenagers
Sulphanilamide and Related
 Sulphonamide Drugs

Tetanus
The Antibiotics
The Later Years
The RH Factor
Thyroid Gland
Treat Your Feet Right
When Our Parents Get Old
Your Guide to Good Health
Your Health Unit

Hazards

Garage Health Hazards and
 Ventilation
Hazards of Lightning
Hazards of Low Voltage Electricity
Hazards of Solvents
Hazards of Welding
Holiday Hazards
Acids and Alkalies
Arsenic and Arsine
Carbon Monoxide
Carbon Tetrachloride
Dangers of Spray Painting
Industrial Dermatitis
Methyl Chloride and Methyl Bromide
Phenol (Carbolic Acid and Cresol)
T.N.T. and Tetryl

Heart

After a Coronary
Heart Disease in Canada
Rheumatic Fever in Children
The Heart Story
What the Classroom Teacher Should
 Know and do About Children With
 Heart Disease
What to Know About the Heart, Blood
 and Lymph
Your Heart

Industry

Food Hygiene in Industry
Health Services and the Small Plant
Health Teaching in Industry
Industrial Noise
Industry and Retirement
Narcotics in Industry

Mental Health

Adolescence
Emotions and Physical Health
Fatigue
Helping Families in Trouble
Mental Health
Mental Health Clinics, Why?
Mental Health Services
Mental Retardation

Stress
The Backward Child
The Quiet Ones
Understanding the Young Adult

Personal Hygiene

Educational Portfolio on Menstrual
 Hygiene
Growing Up and Liking It
How Shall I Tell my Daughter
Quiz! Test Your Knowledge of V.D.
Teaching Guide
Very Personally Yours
You're a Young Lady Now

Safety

A Formula For Child Safety
Don't Poison Your Family
Emergency First Aid
First Aid for the Family
Guide to Good Driving
How Safe is Your Home
Keep Them Safe
Keep Your Home Free from
 Poisoning
Manual of Artificial Respiration
Mouth to Mouth Resuscitation or
 Rescue Breathing
Never, Never Be a Dodo
Safety Materials for Teachers and
 Pupils Grades I — IV
Occupational Safeguards from Head
 to Toe
Safety on the Farm
The First Aid Kit
Water Safety Knowledge
Our Emergency Pack
Our Family's Safety

Sanitation

Clean Eating Places
Disinfection
Disposal of Community Wastes
Domestic Sewage Disposal
Food and Drug Protection in
 Canada
Protecting the Community's Milk
 Supply
Protecting the Community's Food
 Supply
Rural Waters
Raw Milk, Undulant Fever
Safe Milk
Why Get Ill From Foods

Tuberculosis

After the X-Ray What?
Excessive Cigarette Smoking
Grist for the Teacher's Mill
How To Kill TB Germs
How Your Body Fights TB.

Living With Tuberculosis
Mr. TB Germ
Rest to Beat TB
Save the Women
Score Yourself
Should TB Worry You?
The People Fight TB
TB From 18 to 80
TB's Other Targets
TB Respects No Age
TB The Facts
TB Through the Teens
Tuberculin Patch Test
Tuberculosis — Basic Facts in Basic English
Tuberculosis — Basic Facts in Picture Language
Ways to Keep Well and Happy
What You Need Know About TB
What is the Tuberculin Test
X-Ray Will Show TB Long Before You Feel Sick

The Facts Series

Air Pollution
Asthma
Bronchiectasis
Chronic Bronchitis
Chronic Cough

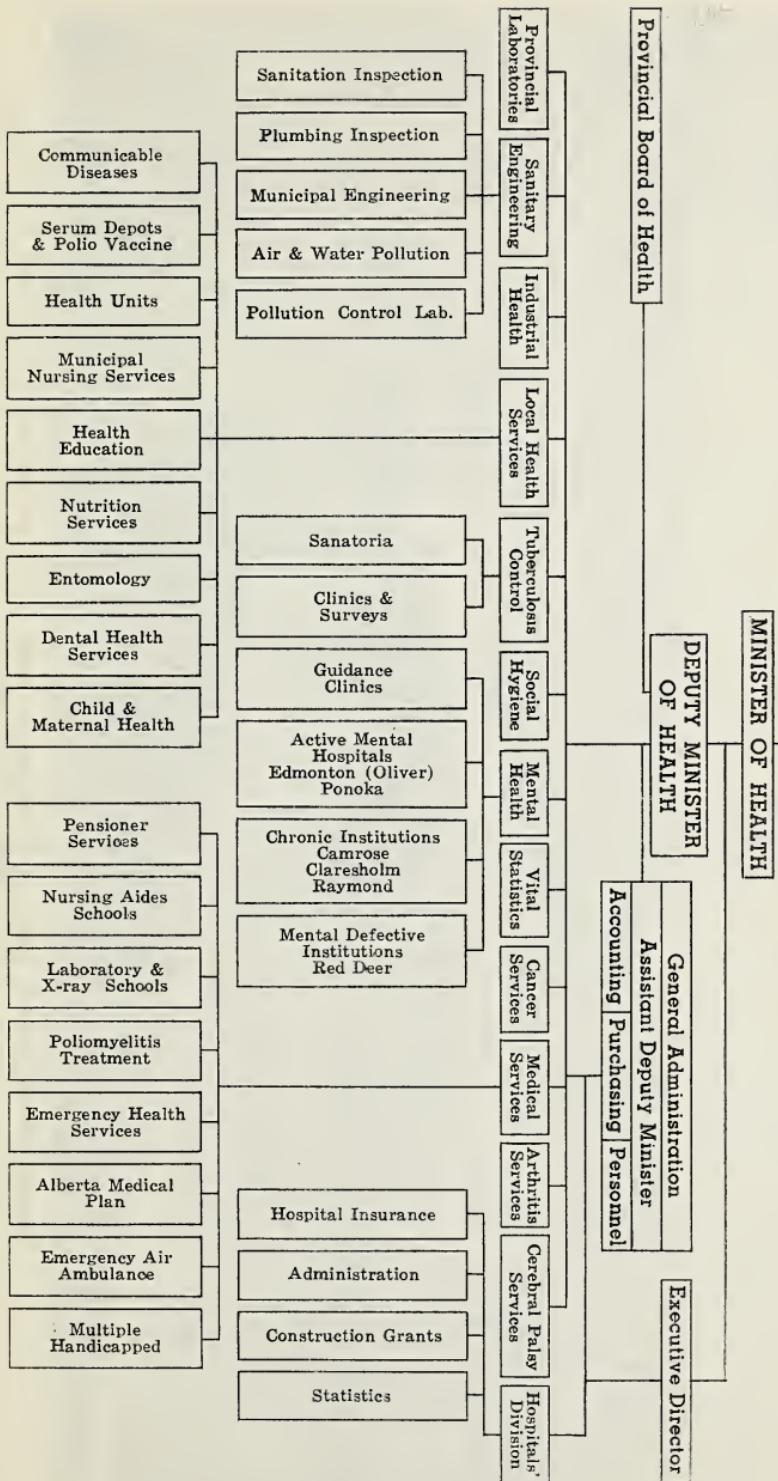
Emphysema
Hay Fever
Histo (Histoplasmosis)
Influenza
Pleurisy
Pneumonia
Shortness of Breath
TB

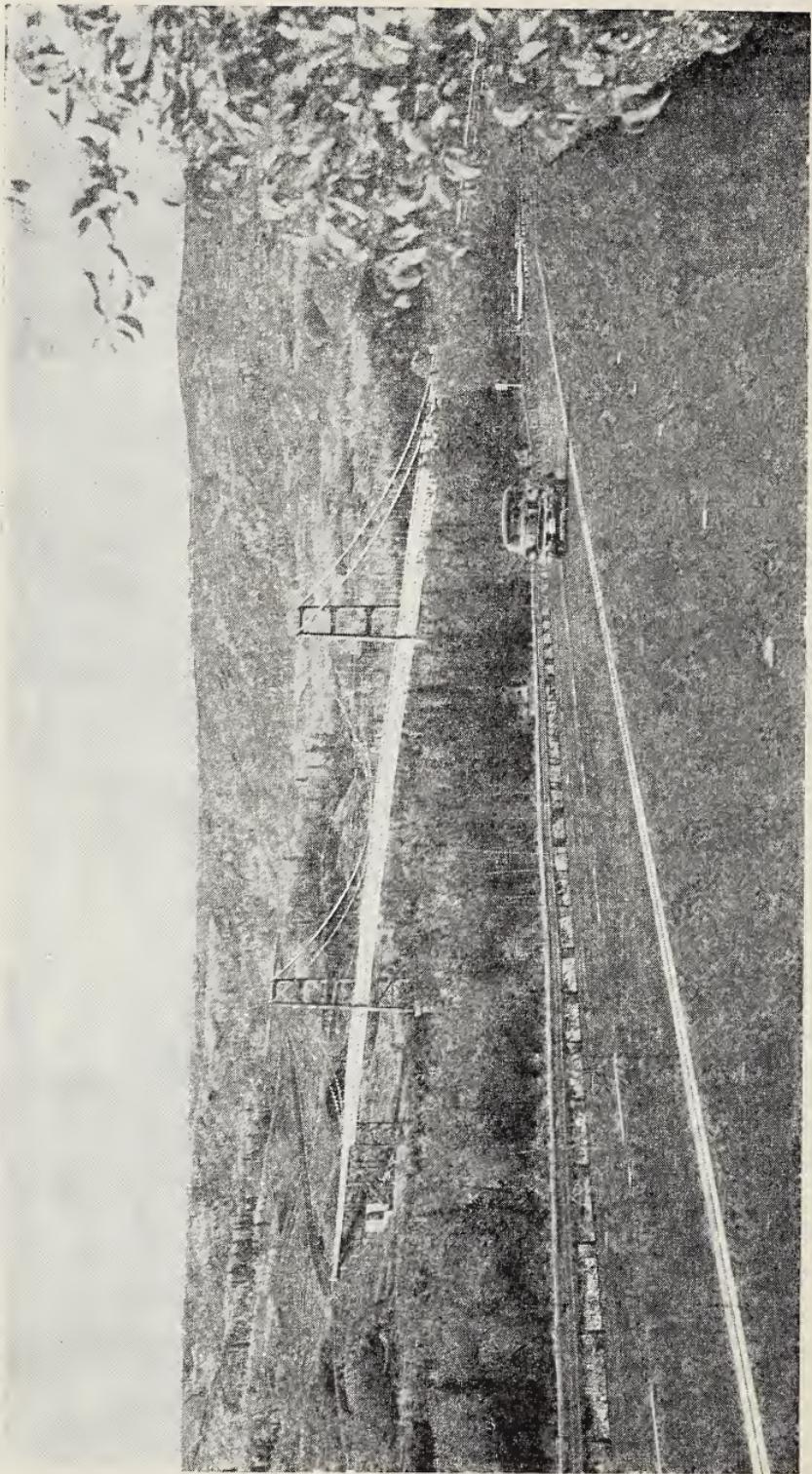
Vocational Guidance

Academic Requirements for Schools of Nursing in Alberta
Financial Assistance for Student Nurses
Occupational Health Nurse Specialist
Occupational Health Nursing as a part of Public Health Nursing Program
Opportunities for Occupational Therapists in Canada
Opportunities of Registered Nurses in the Mental Health Field
Opportunities for Physio Therapists in Canada
Opportunities for Social Workers in The Mental Health Field
Opportunities for Speech Therapists and Audiologists in Canada

ORGANIZATION CHART—DEPARTMENT OF PUBLIC HEALTH

DIVISIONAL ORGANIZATION — JANUARY, 1964





Alberta's splendid highway system is highlighted by spectacular bridges such as this over the Peace River at Dunvegan.

THE DEPARTMENT OF HIGHWAYS

The making and maintenance of roads in Alberta, where there are such vast distances to cover and where the climatic extremes of winter and summer present many problems, is an expensive and difficult job. Operators of bus services, trucks, school vans and cars want better road surfaces; farmers and others who live in the country want more roads. All these are legitimate and justifiable requests, because our economic life depends largely on the maintenance of efficient means of transportation.

The construction and maintenance of main and secondary highways and the licensing and regulation of motor vehicles in Alberta are the responsibility of the Department of Highways.

The following officials are responsible for the work of this department:

Minister of Highways

Deputy Minister of Highways

Registrar, Motor Vehicle Branch and Chairman, Highway Traffic Board

Director, Surveys Branch

Chief Locations Engineer

Chief Planning Engineer

Chief Maintenance Engineer

Chief Bridge Engineer

Secretary and Accountant

Director of Highways Administration

Chief Engineer

Departmental Solicitor

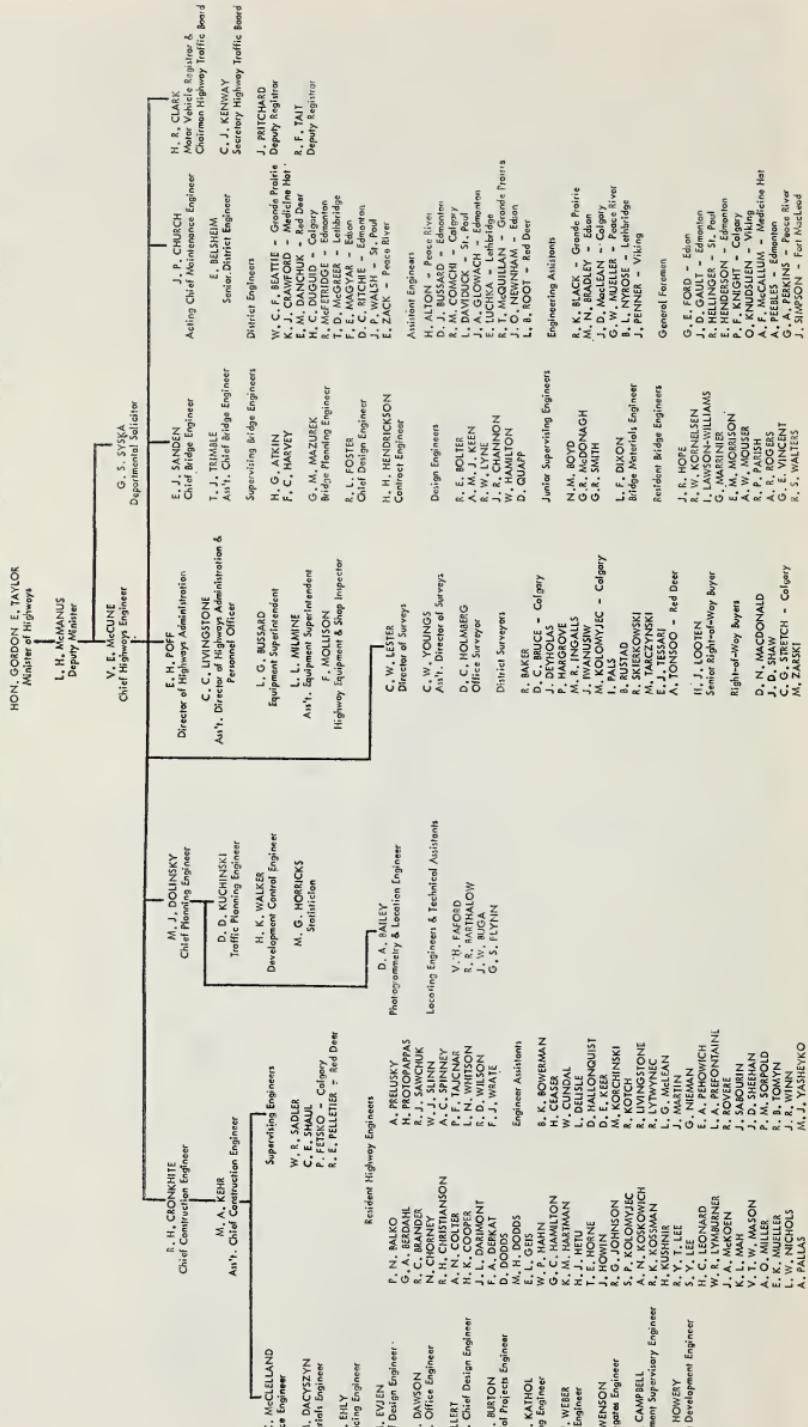
Surveys Branch

This branch administers the Alberta Surveys Act and the Surveys and Expropriation Act. It carries out legal surveys of land required for main highways and certain other roads and of lands required by the Department of Public Works or by any Act. It arranges for compensation for lands purchased from farmers or other owners and for damage to private property arising from highway construction. It prepares and preserves accurate maps of the Province, and plans of roads, townships, and townsites and examines for approval all road plans, subdivision plans and right-of-way plans made in the Province. This office also issues permits for various kinds of right-of-way other than roads: power transmission lines, water pipe lines and sewer lines. The branch is established under Sections 3 and 4 of the Surveys and Expropriation Act.

Planning Branch

The Planning Branch is responsible for the evolving of current and long range plans for the provincial highway system, classification of highways, route locations, construction and improvement programs, and co-ordination of highways work with that of other provincial, municipal and federal agencies, in order to ensure the maximum return to Albertans for each dollar invested in highway development. Traffic counts, accident data, pedestrian cross-walks, level crossings, lighting and signs, and research on safety and traffic operations are all handled by this Branch. It also administers those sections of the Pipe Line Act, 1958, having reference to pipeline crossings of highways and certain other roads.

ORGANIZATION CHART—DEPARTMENT OF HIGHWAYS



Construction Branch

This Branch is responsible for the detailed engineering surveys, planning, design and construction of main and secondary highways.

In addition to this, the Branch undertakes the construction of access roads from highways to Towns and Villages; controls and administers construction on joint Federal-Provincial programmes involving roads to resources and Trans-Canada Highway; develops and controls the Five-Year Development Plan for Towns, Villages and Hamlets; carries out the major portion of administration for joint programmes within the major cities on by-pass routes supported by the Province; administers development control adjacent highways.

The highway system in Alberta includes, as of March 1964, a total of 6,521 miles, of which 4,076 are paved and 2,445 are gravelled. These are the responsibility of the Government of Alberta. The total road and highway mileage, including municipal and local roads is over 90,000.

New highway construction has seen a substantial raise in standards, including freeway construction complete with interchanges and advanced access control.

The staff of this Branch in 1963 includes 18 Headquarters Staff Engineers, and 49 Resident Field Construction Engineers.

Maintenance Branch

This Branch is responsible for the maintenance of Main and Secondary Highways, the maintenance of access roads to towns and villages, the construction and maintenance of District Highways and local roads in Improvement Districts, the supervision of the construction and maintenance of District Highways and local roads in Counties and Municipalities where assistance is given by Departmental grants and the construction, operation, and maintenance of ferries.

Maintenance duties on Provincial Main and Secondary Highways include the repairs to the surface of the Highways such as blading of gravelled highways and the patching of broken pavement, the maintenance of culvert installations and minor repairs to bridges, regravelling of the gravelled highways, re-painting pavement markings, the maintenance and replacement of Highway signing including Railway Crossing warning signs, snow removal on highways and the treatment of icy conditions to prevent accidents.

Alberta now has 11,768 miles of improved roads in Improvement Districts which are the direct responsibility of the Maintenance Branch and 62,800 miles of improved roads in Counties and Municipalities which are constructed and maintained partially with the assistance of Departmental grants, 75% of the cost of the construction of the approved roads being paid by the Department of Highways. The Maintenance Branch will operate, in 1964, 25 ferries with a total of some 58 men. The construction of bridges in the Province is materially reducing the number of ferries required. The Maintenance Branch has constructed and is maintaining 243 Way-side Campsites adjacent to Highways throughout the Province.

In addition to the duties detailed above, the Maintenance Branch assists the Traffic Safety Engineer in the administration of Control

of Development adjacent to Highways. The Maintenance Branch is also required to assist the Director of Surveys regarding the cancellation of unnecessary surveys and the recommendation for Sub-division approvals and leasing of road allowances, etc.

The staff of the Maintenance Branch includes 2 Headquarter Staff Engineers, 10 District Engineers, and 9 Assistant District Engineers.

Bridge Branch

This Branch is responsible for the management, design, construction and maintenance of all bridge structures on main and secondary highways, for the design, construction and re-construction of all bridge structures on local roads, for the design and construction of certain approach roads to bridges, and for the design, construction and maintenance of river training works in the vicinity of bridges.

There are approximately 10,000 bridges under the jurisdiction of the Branch. Of these, about 2,700 are large culverts, about 750 are steel bridges, about 2,200 are concrete structures and the remainder are of timber. Approximately 500 bridges are constructed or re-constructed each year. This work is carried out by contract awards or by 15 bridge crews who employ a force of about 180 throughout the year.

Staff includes 25 engineers employed both at headquarters and in the field.

Motor Vehicle Branch

This branch of the Department is charged with the administration of The Vehicles and Highway Traffic Act, The Motor Vehicle Accident Claims Act, The Public Service Vehicles Act, and certain sections of other Acts affecting the sale of motor vehicles. It deals with the licensing and registration of all types of motor vehicles, and with the registration of all operators of motor vehicles. The Highway Traffic Board administers The Public Service Vehicles Act and issues regulations governing the operation of Public service and commercial vehicles.

Total registrations for the year ending March 31, 1964, were as follows:

Passenger Cars and Motor Cycles	397,469
Public Service and Commercial Vehicles	163,021
Licensed Operators in the Province as of December 31, 1963	694,513

Accounts Branch

This branch is responsible for the passing, checking and proper compilation of all accounts passed for payment by the Department of Highways, and employs 75 people. This branch also records and prepares most of the official documents of the Department. The Accounts Branch is responsible for all the personnel of the Department, and works with the Public Service Commissioner's office on all the personnel matters. The purchasing and controlling of stock advance equipment and stock advance records are handled by this branch.

THE DEPARTMENT OF INDUSTRY AND DEVELOPMENT

The Department of Industry and Development was constituted under the Industry and Development Act of September 1, 1959, with the prime purpose of encouraging the industrial and economic welfare of Alberta. To that end a number of Branches have been formed, each dealing with a specific area of economic development and control. The Act also provides for the appointment of Advisory Boards for the purpose of advising the Minister on matters concerning any trade in the Province.

Officials of the Department of Industry and Development are as follows:

Minister of Industry and Development
Deputy Minister of Industry and Development
Director, Industrial Development and Immigration
Chairman, Provincial Marketing Board
Supervisor, Co-operative Activities and Credit Unions
Director, Licensing and Code Administration
Chairman, Alberta Power Commission
Director, Bureau of Statistics
Director, Publicity and Advertising
Director, Alberta Government Travel Bureau
Film Commissioner, Film and Photographic Branch

INDUSTRIAL DEVELOPMENT & IMMIGRATION BRANCH

Industrial Development:

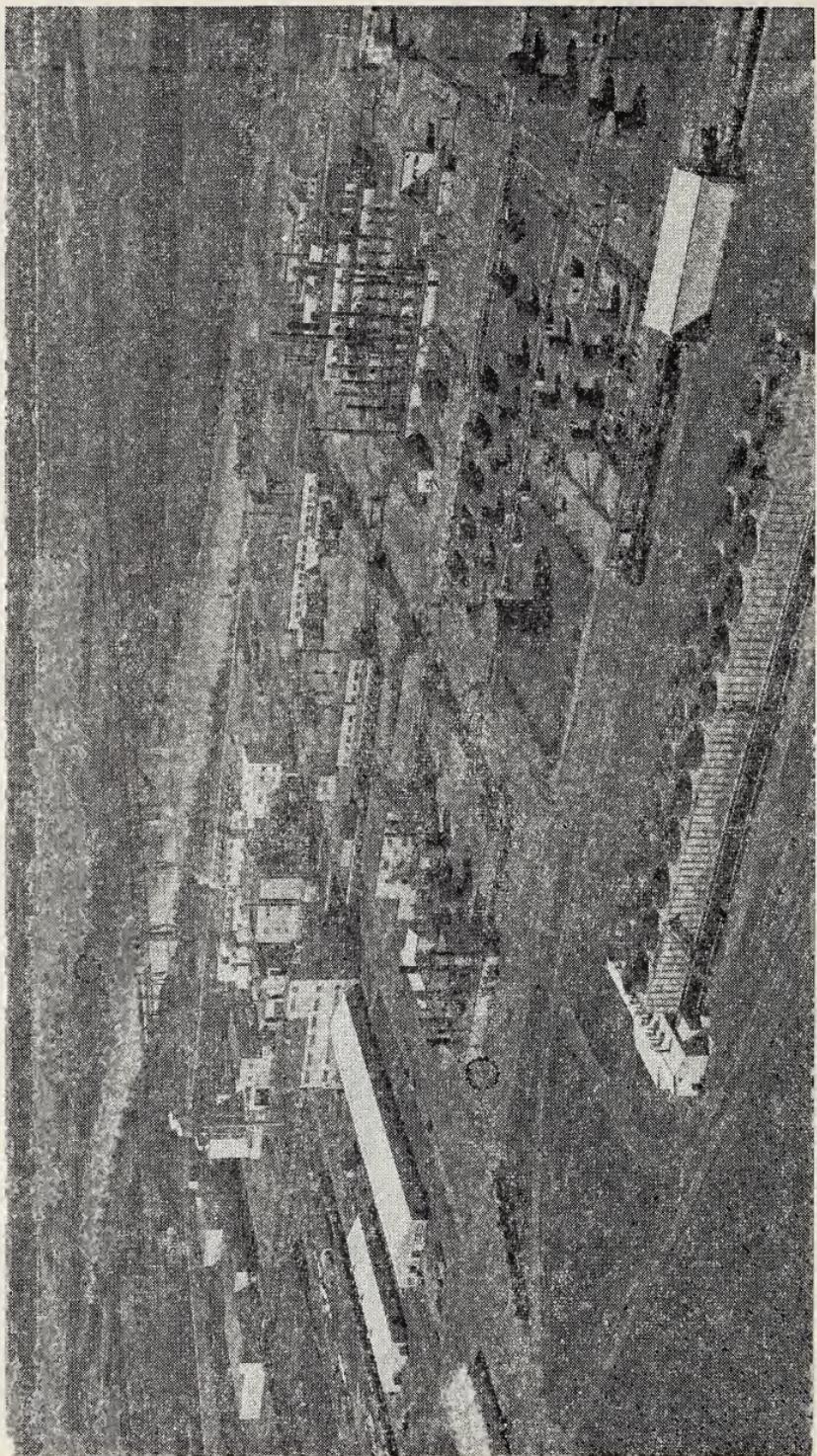
The work of the branch is to promote and encourage industry to locate in Alberta. This is accomplished through personal contacts with industrialists, the mailing of promotional literature and advertising. The Branch provides every possible assistance to industrialists interested in the establishment of new industries in the Province and assisting in the expansion of companies already located. Industrial surveys of Alberta centres are prepared by the Branch and up-dated from time to time. The Branch also encourages the formation of industrial committees within the various centres and supports the Alberta Industrial Development Board, made up of industrial commissioners and representatives from the key Alberta centres. The purpose of the Board is to further the development and interests of the Province as a whole.

Immigration:

The Immigration section of the Industrial Development Branch works closely with Alberta House in London, England, on matters pertaining to immigrants coming to the Province. Assistance is also given to institutions, industry and Alberta centres in acquiring professional people and skilled workers.

The Branch maintains an office in Calgary located at Room 201, 514 - 11th Ave. S.W., and an office in the United States located at 550 South Grand Avenue, Los Angeles, California 90017.

This Canadian Chemical Company plant near Edmonton typifies the tremendous growth of industry in Alberta.



THE PROVINCIAL MARKETING BOARD

The Provincial Marketing Board through the Crown Corporation, Marketing Services Limited, offers financial assistance to Alberta industries. Such assistance normally takes the form of purchasing materials used in a manufacturing process for sale and delivery to a client company as required. Client companies are required to submit all available information about the business including financial statements. These are examined by the Board to evaluate the managerial ability of company officials, the probable prospects of the particular industry and its financial stability.

Clients are required to post with the Board a cash security deposit of from 25% to 30% of the total amount of assistance depending upon the relative risk involved in the industry and other securities as considered necessary. One half of 1% interest is charged on the month end balance of an account and a brokerage charge of 2% is made on withdrawals of materials from storage. Access to inventory storage areas is only to an agent of the Board and cash payment is made by a client at the time of each withdrawal.

This type of assistance enables industries, particularly small and medium sized industries, to obtain materials at advantageous times and in quantities sufficient to qualify for more attractive prices while not tying up needed working capital in inventories. On the other hand, since the Board has a cash security deposit plus actual ownership of a saleable material, the possibility of liquidation of an inventory being carried on behalf of a client company presents little risk. The number and variety of industries assisted by the Board to become firmly established in the province is impressive.

Another function of the Board, and by no means a small one, is the disposal of surplus Government equipment by advertising and securing tenders. Automobiles, road and construction equipment, office machines, wire fencing and pack horse frames, are only a few of the long list of items that the Board has been called upon to sell. The Board's objective is to obtain the best possible price on the open market for materials and equipment that are surplus or replaced by Government departments.

Co-operative Activities and Credit Union Branch

This Branch administers several Acts, the most important of which are the following:

The Co-operative Associations Act

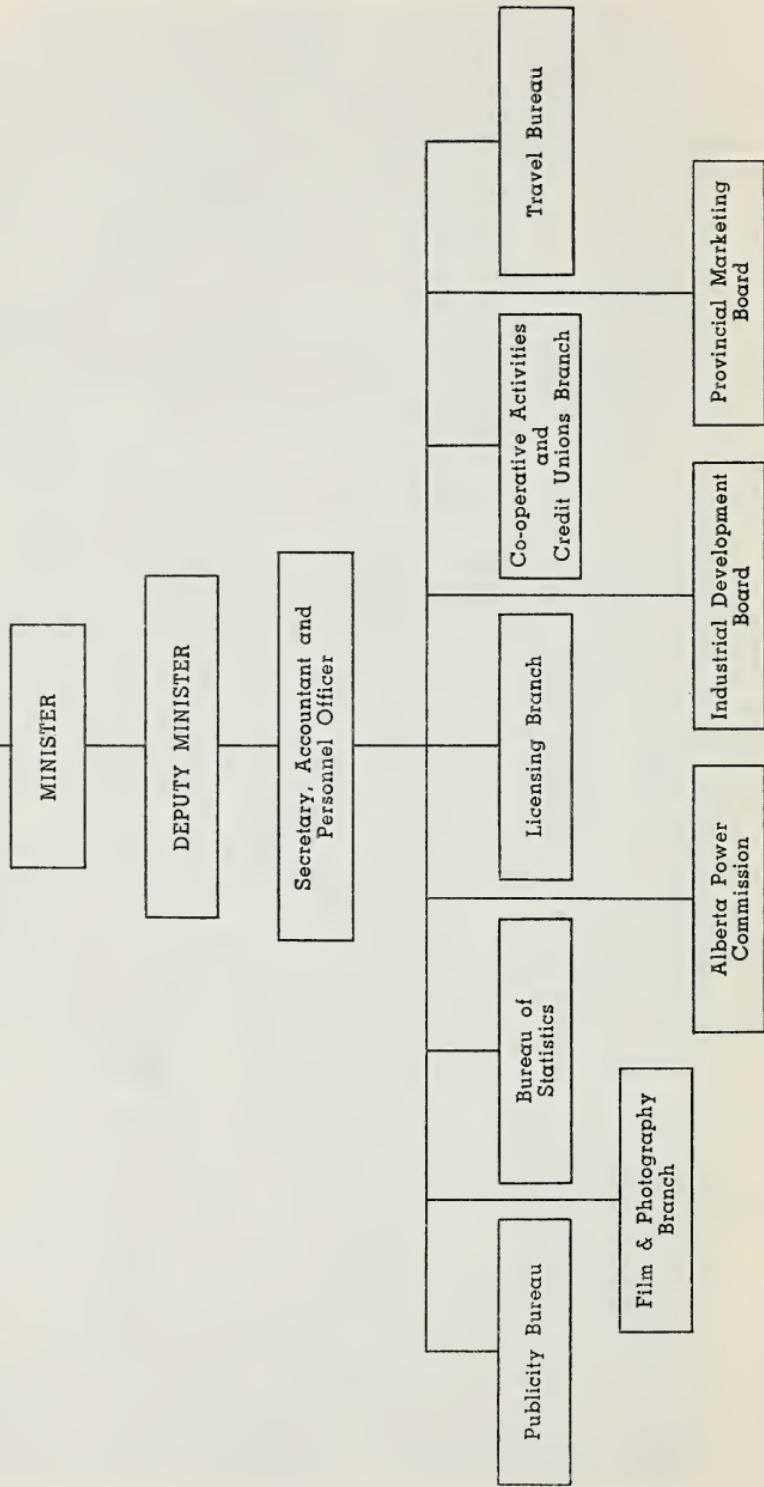
The Credit Union Act

The Rural Electrification Revolving Fund Act

The Rural Electrification Long Term Financing Act

Under The Co-operative Associations Act co-operatives can be incorporated for any legitimate consumer, producer, marketing, or service endeavor. In addition, co-operatives set up for purposes such as the electrifying of rural areas, can borrow funds from the

ORGANIZATION CHART—DEPARTMENT OF INDUSTRY AND DEVELOPMENT



Provincial Treasury under the provisions of the Revolving Fund Act and Long Term Financing Act, to finance construction of these lines.

Other types of co-operatives may be granted the guarantee of the Provincial Treasurer on borrowings from Banks or Treasury Branches to provide financial assistance to enable them to purchase plant and equipment or machinery. There are certain restrictions as to type and purpose, and full details may be obtained from the Co-operative Activities and Credit Union Branch. Credit Unions set up to provide groups which have a common bond of association, with the facilities to save money, and provide a source of credit for themselves, have made great headway. Credit union operations are supervised by Branch Examiners to ensure that the requirements under The Credit Union Act are carried out.

Alberta Power Commission

The Alberta Power Commission was established in 1944 to inquire into the question of farm electrification. The Commission is continually investigating potential power sites in many parts of the Province. One of its functions is to examine and approve all electrical distribution plans, whether for farm or main transmission lines, before construction may begin.

Bureau of Statistics

The function of the Bureau is to compile accurate statistical information for use of the Provincial Government and others. The collection and compilation of statistics is of value not only to the various departments of government but also to the public who find the facilities of the Bureau an important source of information.

Licensing and Code Administration

Businesses are licensed in Alberta with a view to maintaining ethical business practices, regulating special sales and eliminating misrepresentation of cost and sale prices. With the same objectives in view, Codes have been formulated for the retail and wholesale trades and the automotive industry.

Publicity Bureau

Although attached to the Department of Industry and Development, the Publicity Bureau Administers all publicity and advertising activities on behalf of all departments of the government.

In accomplishing this, the Bureau prepares and distributes news releases, feature story material to various media, assists writers in obtaining their story material about provincial activities, and publishes five different periodicals that are distributed free of charge within and without the province.

The Bureau prepares, schedules and administers all forms of advertising for the government department, as well as organizing

and arranging for various forms of government exhibits and displays at major public functions.

An important aspect of the Bureau's responsibility is the preparation of, contracting for and supervision of production of many types of promotional printing for the government, ranging from road maps to school publications.

Government officials are kept aware of editorial comment and report through the services of a Clipping Service operated in the Publicity Bureau.

Travel Bureau

The Alberta Government Travel Bureau promotes tourist traffic to Alberta and encourages high standards of courtesy and service in accommodations, catering, and other facilities for the benefit of visitors to the province. Increased tourist traffic is promoted by advertisements in magazines and newspapers throughout the continent, colorful pamphlets, posters, maps, accommodation guides, motion pictures, radio and television talks are features, lectures before chambers of commerce and other interested groups.

The bureau services over one hundred thousand direct mail inquiries about Alberta each year and maintains displays and information booths at sports and travel shows throughout Canada and the United States. Operators of tourist accommodation are assisted in their problems, and employee training in courtesy and service is sponsored by the bureau and it also classifies motel accommodation under a system of star designations.

The bureau maintains a year round information service in the Highways Building and at Fort Macleod in Southern Alberta. The Alberta Government office in Los Angeles, California, is staffed to handle tourist inquiries and distributes travel literature.

In co-operation with the Alberta Tourist Association the bureau maintains close liaison with the industry and assists in the staffing and operation of several information centres at strategic points during the summer months.

Film and Photographic Branch

This is a service branch preparing all types of illustrative materials; photos, displays, and motion pictures to be used by the various departments of government in their promotional and educational programs.

Facilities include up-to-date darkrooms for the production of both colour and black and white prints; acoustically treated studios for television sound on film interviews and complete recording and cutting rooms for documentary motion pictures. The branch is also equipped with a modern art room capable of producing all types of still visual materials.

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is required to provide suitable accommodation, the necessary furnishing and equipment to all Departments of the Government so that the Departments may carry out the various functions required of them. Such accommodation is provided in buildings rented, purchased or constructed by the Department of Public Works.

The chief officials of the Department are:

Minister of Public Works

Deputy Minister of Public Works

Assistant Deputy Minister of Public Works (Administration)

Chief Architect

Chief Engineer

Supervisor of Construction

Mechanical Superintendent

Administrative Accountant

Maintenance Superintendent

Co-ordinator of Capital Works

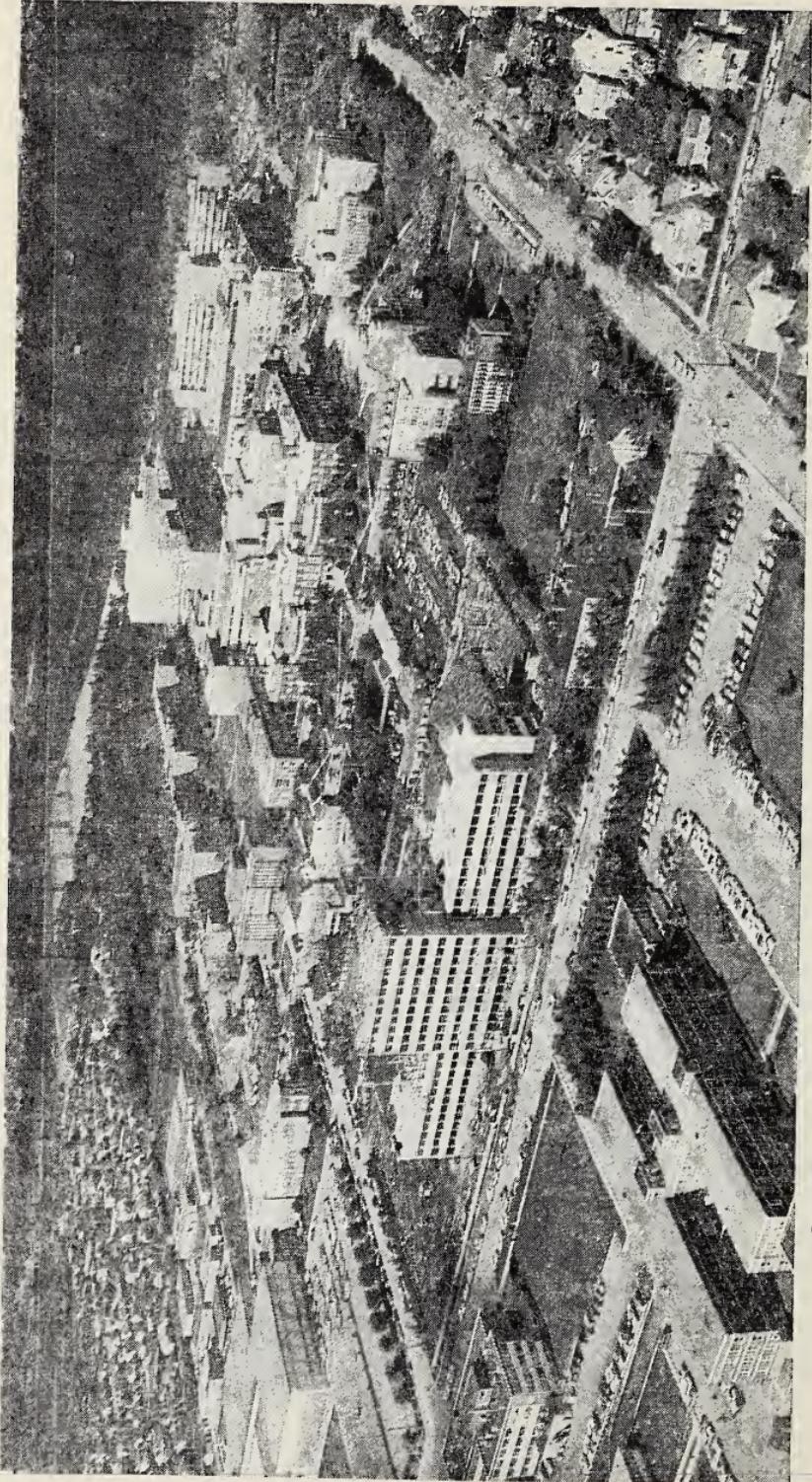
Property Administrator

Among the buildings constructed under the direction of the Department of Public Works rank some of the finest in Alberta; for example, the Legislative Building in Edmonton, in which is incorporated the older order of design commonly employed in the construction of legislative buildings throughout the Dominion. A picture of this building is shown on the frontispiece of this booklet.

During recent years a number of buildings of a contemporary design have been erected under the direction of this Department. These modern buildings have a simplicity of exterior design without the ornamentation that is shown on the Legislative Building. The architects who designed these buildings considered primarily the occupational requirements of the buildings and then prepared their designs accordingly.

To appreciate the work that must be done to erect a large building it must be realized that:

1. A desirable site with available services must be selected.
2. This site must be purchased at a reasonable cost.
3. Preliminary design sketches must be prepared to correlate occupational requirements with architectural design.
4. Working drawings must be prepared to ensure co-ordination of architectural, mechanical and electrical work.



Construction of new buildings strives to keep pace with the growth of enrolment at the University of Alberta at Edmonton. Another growing campus is at the University of Alberta at Calgary.

5. Specifications showing materials and their applications in detail, which cannot be illustrated on working drawings, must be prepared so that contractors may bid intelligently on the work.
6. Advertisements are placed in many newspapers calling for tenders on each individual contract.
7. The tenders are received and opened at a specified time and date and the contract awarded to the lowest bidder, if his tender meets the requirements of the specifications.
8. Continual inspection and supervision of the work is carried on. This involves interpretations of drawings and design and is done whether the building is being built by contractors or by the working staffs of this Department.
9. Following completion of the building a close inspection is made and the Department acknowledges acceptance of the building.

In addition to the Homes for the Aged as listed hereunder, are also shown the major construction projects undertaken by this Department during recent years.

HOMES FOR THE AGED

Constructed under the supervision of The Department of Public Works.

- 1960 Innisfail; Berwyn; Drumheller; Bow Island; Westlock; Ponoka; Athabasca; Bonnyville; Camrose; High River; Lethbridge; Rocky Mountain House; Spirit River; Stony Plain; Three Hills; Wetaskiwin; Brooks; Edson; Fort Macleod; High Prairie; Lacombe; Mayerthorpe; Medicine Hat; Olds; Pincher Creek; Raymond; Stettler; St. Paul; Vermilion; Viking.
- 1961 Barrhead; Lloydminster.
- 1962 Elmwood, Jasper Place; Edmonton—Belvedere; McQueen; Rosslyn; Sherwood Park; Legal; Vegreville.
- 1963 Calgary, Bow Valley; Jacques Site; Castor; Leduc; Provost; Smoky Lake; Strathmore; Taber; Edmonton, Ottewell; Hanna; Lethbridge, Site #2; Vulcan.

MAJOR CONSTRUCTION PROJECTS

Built under the supervision of The Department of Public Works.

- 1960 Red Deer:
 - Provincial Training School; One Staff Residence.
 - Deerhome Institution; Administration Building.
- Ponoka:
 - Provincial Mental Hospital; Two Staff Residences.
- Edmonton:
 - University of Alberta: Physics-Chemistry, Mathematics Building.
 - Addition to Engineering Building.

Calgary:
—University of Alberta: Arts and Education Building.
Science and Engineering Building.

Claresholm:
—Provincial Auxiliary Hospital; Services Building.

Barrhead:
—Provincial Building.

Camrose:
—Provincial Building.

Hinton:
—Forest Ranger School.

Lacombe:
—Regional Library.

1961 **Red Deer:**
—Deerhome Institution; Male Staff Residence Dormitory No. 5.

Edmonton:
—University of Alberta: President's Residence.
Addition to Power Plant.
Laundry and Maintenance Building, University Hospital.
Terrace Building.
Addition to Single Men's Hostel.
Treasury Branch—Jasper Place.

Calgary:
—University of Alberta: Gymnasium.
Court House.
“D” Shops Buildings, Southern Alberta Institute of Technology.
Gymnasium—S.A.I.T.
Addition and Alterations to Oil and Gas Conservation Board Building.

Claresholm:
—Provincial Auxiliary Hospital; Infirmary Building.
Dormitory Building No. 2.

Lethbridge:
—Administration Building.

Olds:
—Plant Science Building, School of Agriculture.

Fort Saskatchewan:
—Administration Building, Provincial Gaol.

Bonnyville:
—Additions and alterations to Provincial Building.

Edson:
—Provincial Building.

1962 **Red Deer:**
—Deerhome Institution; Recreation and Therapy Building.

Edmonton:
—University of Alberta: Health Services Building.
Northern Alberta Institute of Technology, Phase 1 and Phase II.

Claresholm:
—Provincial Auxiliary Hospital; Dormitory Building No. 4.

Fairview:

—Prefabricated Steel Building, Community College.

1963 Red Deer:

—Provincial Training School; Addition to School House.

Ponoka:

—Provincial Mental Hospital; Administration and Reception Building.

Edmonton:

—University of Alberta: Van de Graff Building.

Nuclear Research Center.

Library Building.

Education Building.

Structural Engineering Laboratory.

Northern Alberta Institute of Technology, Phase III.

Pineview Home—Jasper Place.

Calgary:

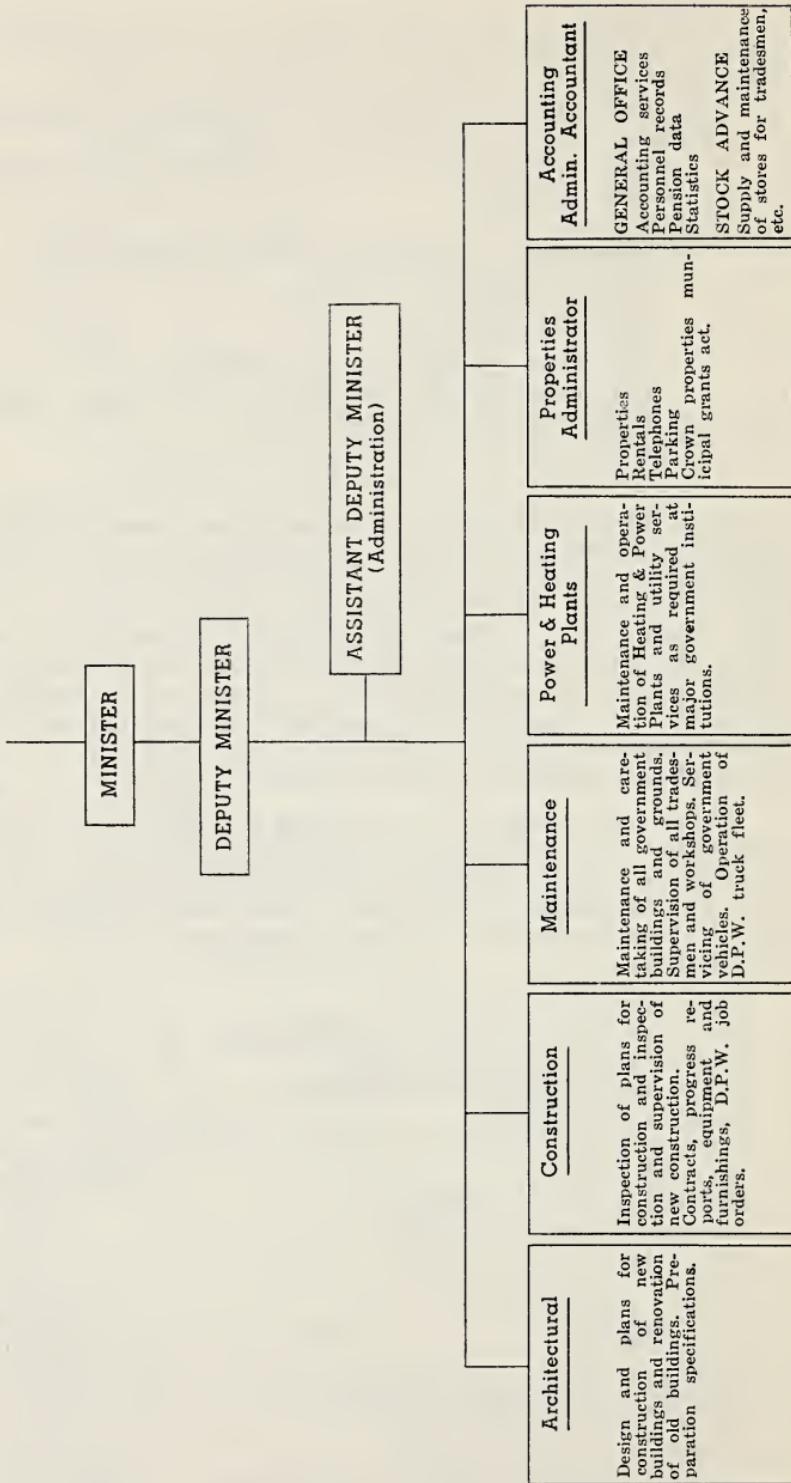
—University of Alberta: Library Building.

In addition to the work of constructing new buildings, the Department is required to maintain and service the buildings already built. The maintenance and servicing of these buildings needs the services of a large group of men of assorted technical skills. Carpenters, plumbers, electricians and other tradesmen keep these buildings in good repair. Gardeners maintain the surrounding grounds which are quite extensive at some points, notably, the Mental Institutes, the Hospitals and the Southern Alberta Institute of Technology at Calgary. Caretakers keep buildings clean, men operate the elevators and watchmen guard the buildings at night.

A group of engineers, firemen and tradesmen working under the direction of the Mechanical Superintendent is responsible for the supply of electrical power, heat, water and sewage disposal at the eighteen largest Institutions. These men also design, install and maintain the special equipment necessary. The Institutions involved are:

Baker Memorial Sanatorium	Keith
Southern Alberta Institute of Technology	Calgary
Provincial Auxiliary Hospital	Claresholm
Public Works South Power Plant	Edmonton
Legislative Buildings	Edmonton
Provincial Gaol	Fort Saskatchewan
Provincial Gaol	Lethbridge
Provincial Mental Institute	Oliver
Provincial Mental Hospital	Ponoka
Provincial Training School	Red Deer
Deerhome Institution	Red Deer
Bowden Institution	Bowden
Provincial Gaol	Calgary
Rosehaven Home	Camrose
Belmont Rehabilitation Centre	Belmont
Alberta Institution for Girls	Belmont
Alberta School for the Deaf	Edmonton
Northern Alberta Institute of Technology	Edmonton

**ORGANIZATION CHART—DEPARTMENT
OF PUBLIC WORKS**



At some of these Institutions mechanical equipment such as milking, laundry and kitchen equipment are also maintained and kept in good repair by this staff. The utilities and maintenance servicing of a large Institution is comparable to the servicing for a town of two to three thousand people.

The Department also has a number of other functions, including the arrangements for the installation and rental of telephones, and when required the buying and leasing of lands for building sites.

A large modern garage located on the ground floor of the Terrace Building in Edmonton, services the automobile fleet of the Government.

Since the Provincial Government of Alberta does not pay property taxes other than local improvement taxes, the Department of Public Works is responsible for paying grants in lieu of property taxes under the Crown Property Municipal Grants Act.

The Department also is responsible for paying grants toward the cost of the construction of Swimming Pools when built by Municipalities of not more than ten thousand population.

DEPARTMENT OF LABOUR

The Department of Labour was created September 1, 1959, as the result of the division of responsibilities of the former Department of Industry and Labour. The Minister of Labour, through his department, is responsible for the orderly administration of all regulations designed to provide proper working conditions and adequate levels of pay. Through trades qualification regulations, certified skilled workers are given opportunity to earn higher incomes and at the same time assurance is given employers they are hiring qualified personnel.

Board of Industrial Relations

The Board of Industrial Relations administers The Alberta Labour Act, which applies to all employees and employers except persons who are municipal constables, farm labourers or domestic servants in private homes. Under the provisions of this Act, the Board has jurisdiction over minimum wage payments, and other conditions of work affecting the welfare of the workers of the Province.

The Act also contains provisions for industries to establish their own hours of work, minimum wages, holidays with pay, and working conditions by mutual agreement of employees and employers within the industry. However, the conditions thus mutually agreed upon cannot be less favourable than those set out in the Act.

The Act also grants to labour full collective bargaining rights and provides the procedure for the settlement of disputes through negotiation, conciliation and arbitration.

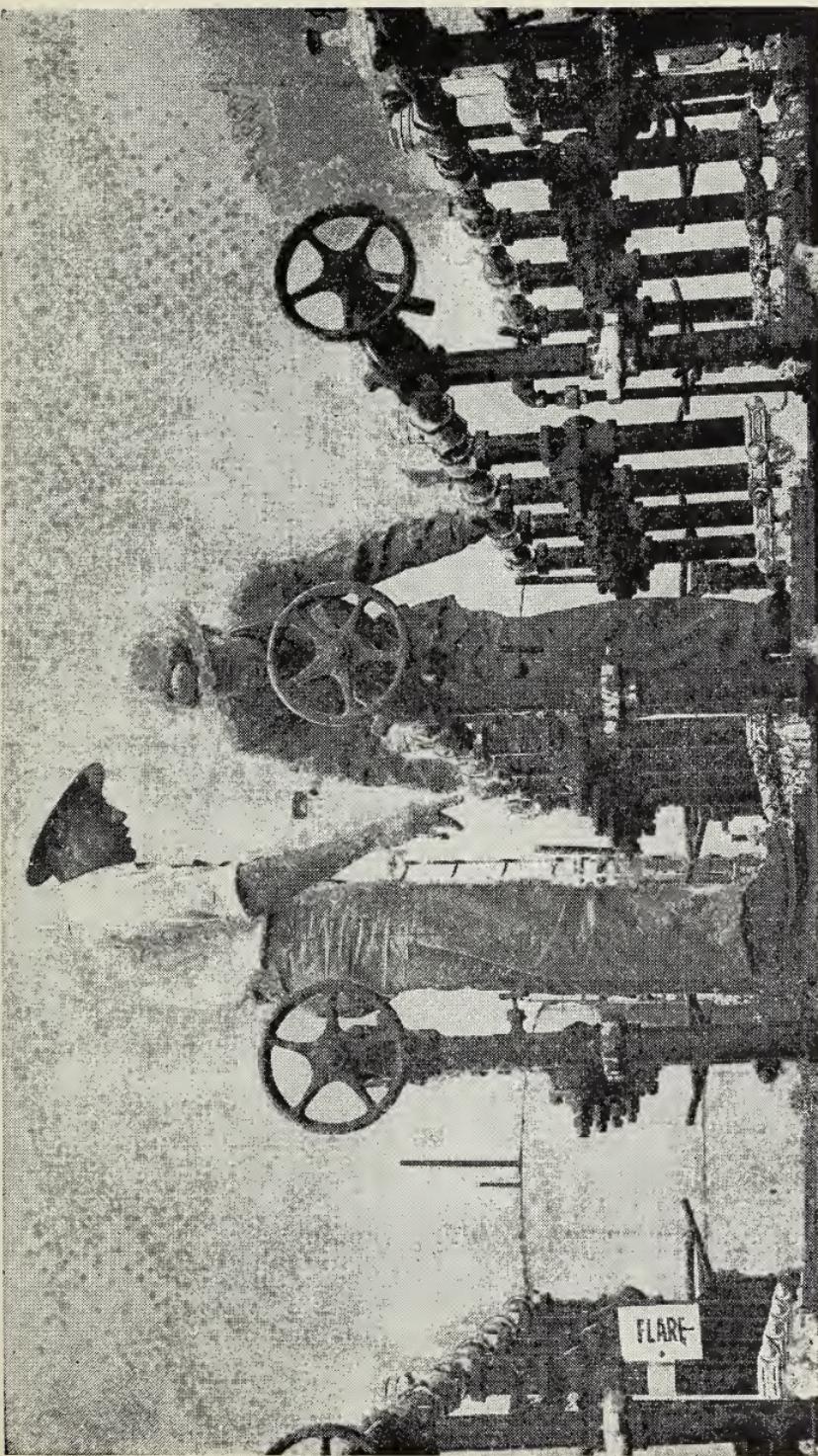
The Board also administers The Industrial Wage Security Act, which applies to the lumbering and coal mining industries. In these industries an employer must deposit with the Minister sufficient security to cover his highest monthly payroll in the year. In this manner an employee is guaranteed one month's wage in the event that his employer finds himself unable to meet his payroll.

Apprenticeship Board

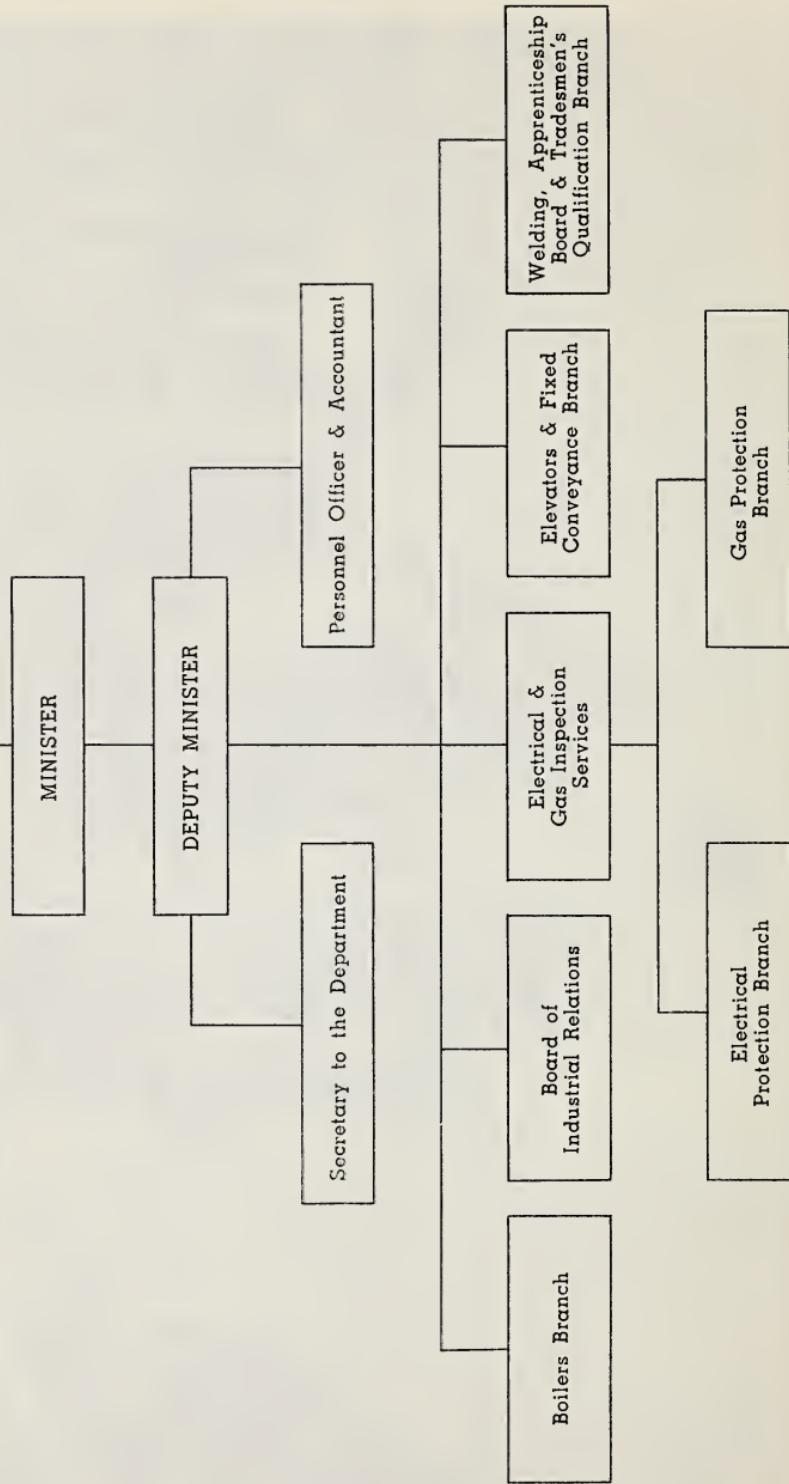
The Apprenticeship Act provides for the training of apprentices in designated trades, while Tradesmen's Qualification Act protects the public by prohibiting anyone from engaging in the trade who is not qualified and who is not the holder of a Certificate of Proficiency. It serves also to protect men engaged in the trade from unfair competition by unqualified men. The trades designated under both Acts cover electricians, plumbers, steamfitters, gas fitters, radio technicians, motor mechanics, refrigeration mechanics, auto body workers, internal combustion engine mechanics and sheet metal mechanics.

Trades designated only under The Apprenticeship Act cover bricklayers, carpenters, painters, plasterers, welders, millwrights, cooks, lathers, machinists, appliance servicemen and bakers.

Factories Branch inspectors of the Department of Labour ensure safe working conditions in the Province.



ORGANIZATION CHART—DEPARTMENT OF LABOUR



Trades designated only under The Tradesmen's Qualification Act are those of barbers and beauticians.

This Branch also conducts examinations under The Welding Act for welders and awards certificates of proficiency to those who are qualified. The Branch encourages the sale and use of safe welding equipment.

The Certified Dental Mechanics Act provides for the certification of qualified dental mechanics and training of students. It also imposes regulations on the work of dental mechanics to protect the health of the public.

Gas Protection Branch

The administration of The Gas Protection Act is the responsibility of this branch. The Act provides for the protection of the public from damage resulting from the use, transmission, and distribution of gas including liquified petroleum.

Boilers Branch

This branch is charged with the administration of The Boilers Act, which provides for the examination and approval of the designs of all pressure vessels which are to be used in the Province, and for actual inspections of these, after they have been installed. This Act also applies to all steam plants and refrigerating plants, with a capacity of three tons or over.

The Boilers Branch also holds examinations and issues certificates establishing the qualifications of Engineers, Firemen and Welders, in order to maintain competent personnel in these occupations.

Electrical Protection Branch

The purpose of The Electrical Protection Act is to establish essential safety requirements and minimum standards for the prevention of fire hazards and injury to persons or property. Regulations under the Act govern the acceptance, installation, and maintenance of materials and equipment required for the production and use of electrical energy for light, heat and power. Provision is made for the testing laboratories or by members of the inspection staff.

Elevators and Fixed Conveyances Branch

The Elevators and Fixed Conveyances Act is designed to ensure the safety of passenger carrying devices such as elevators, escalators, speed ramps, speed belts, ski tows, etc. as well as dumbwaiters and freight elevators to protect both workers and members of the public from accidents.

DEPARTMENT OF LANDS AND FORESTS

It was in 1930, when the Dominion Government handed over to the Alberta Provincial Government the administration of the natural resources of the Province, that the Department of Lands and Mines came into being. With the development of these natural resources the volume of work for this department reached a point in 1948 where it was considered necessary by the Alberta government to create two new departments. Hence on March 31, 1949, the Department of Lands and Mines ceased to exist and on April 1, 1949, two new departments, the Department of Lands and Forests and the Department of Mines and Minerals, took its place.

The chief officials of the Department of Lands and Forests are:

Minister of Lands and Forests
Deputy Minister of Lands and Forests
Departmental Solicitor
Director of Lands
Director of Forestry
Director of Fish and Wildlife
Director of Technical Division
Provincial Parks Commissioner
Administrative Accountant
Registrar.

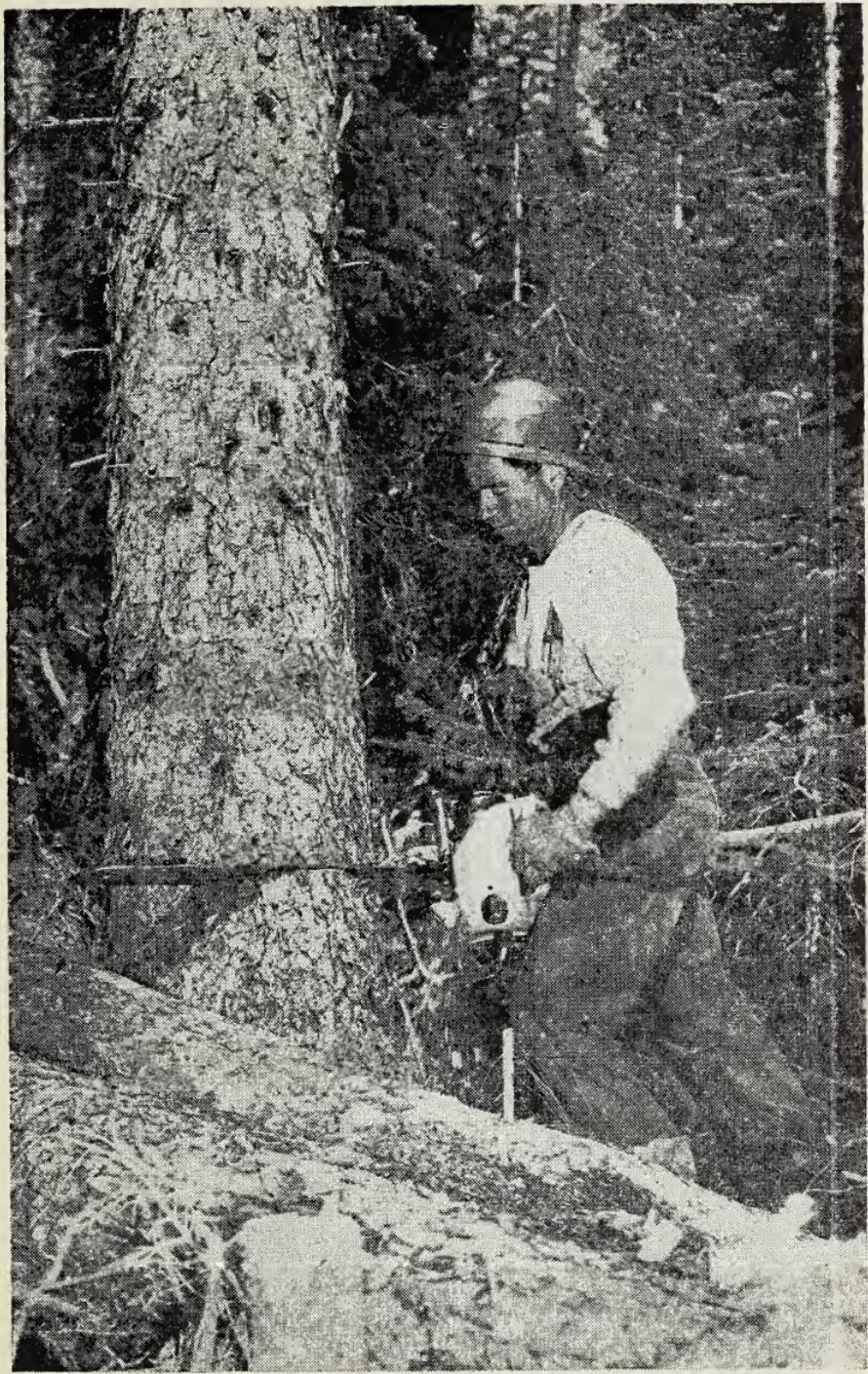
Lands Division

The Lands Division of this Department, through the Director of Lands, Edmonton, Office of Information at Calgary and sub-Agency Offices at other points throughout the Province, disposes of public lands by long-term leases such as Homestead Leases, Cultivation Leases, Grazing Leases, issues annual permits and conducts land sales.

The granting of homesteads was discontinued in 1939 and in its place Homestead Lease and Sale regulations have been established. The Government of Alberta took this step to protect settlers and to assist them in establishing themselves on the land, for under the old Homestead regulations many settlers became burdened with taxes and eventually lost their homesteads. The terms of the Homestead Lease are favorable to the lessee and assist him to become established on agricultural land at minimum cost. When the lessee has performed his duties as a homesteader for five years he may purchase the land for a nominal sum or if he performs the duties for ten years he is granted title free of charge. The homesteader's duties include residence on or near the land leased and the preparing of a certain acreage of crop each year.

Before public lands are leased they are classified to determine the best use for which they are suited. All leases require that the land be utilized in accordance with good agricultural practice.

In the southern areas of the province lands classified as unsuitable for cultivation are leased under long term grazing lease regulations and such lands are not offered for sale.



Alberta's abundant forests provide an important source of revenue to the Provincial economy.

Community pastures are encouraged and 61 are now being operated successfully by the local farm organizations. Seven are being operated by the Department.

Approximately 3.7 million acres of land are held under grazing lease, or permit, by nearly 3,700 individuals.

Fish and Wildlife Division

This division, under the Director of Fish and Wildlife, is concerned with the conservation and administration of Alberta's fish and wildlife, and is further broken down into two sub-divisions, one Fish and the other Wildlife. Fisheries research and management, including the operation of a fish hatchery and rearing ponds, is supervised by the chief fishery biologist. His staff is composed of professional biologists and their assistants. Wildlife research and control is organized in an identical fashion, also under a chief biologist. Angling and hunting harvests are regulated by the Division each year in response to known resource conditions and anticipated sport needs. Control measures supported by government acts and regulations are enforced by fish and wildlife officer, over 60 in number, with some assistance from the R.C.M.P. and Inspection Service Officers of the provincial Attorney General's Department.

The Division operates a fish hatchery at Calgary, with rearing ponds at Raven. Streams, lakes and ponds are stocked with fish to supply sport to fishermen in all parts of the province. Commercial fishing is an important industry. Our lakes produce nine to twelve million pounds of the finest whitefish, pickerel and other species every year for export to the United States and also for local consumption.

A pheasant farm is operated by the Division at Brooks, where approximately 5,000 pheasants are raised each year for release in suitable areas of the province selected by Government biologists.

Forestry Division

The forested area of the province which amounts to 150,000 square miles is supervised by this division.

The forested area of the Province is divided into 10 divisions with headquarters at Peace River, Grande Prairie, Slave Lake, Lac la Biche, Whitecourt, Edson, Rocky Mountain House, Calgary and Blairmore. The last three are headquarters of the three forests making up the area known as the Rocky Mountains Forest Reserve, comprising 8,953 square miles. This area is administered under an agreement signed on July 7, 1947, by the Federal and Provincial Governments. The Eastern Rockies Forest Conservation Board makes policy recommendations in the area and the Province is responsible for the administration.

Each forest division is staffed with a Superintendent, one or two assistants, a professional forester, office staff, rangers, assistant rangers, lookout men and casual laborers employed for new

construction and maintenance of lookout towers, roads, buildings and other works.

Persons wishing to secure timber either under a miscellaneous permit, a special timber permit, or a licensed timber berth should apply to their nearest divisional office.

The forest ranger staff is the backbone of the forest service and their most important duty is protection of forests from fire. In this work they expect and must have the whole-hearted co-operation of the public living or travelling in or near the forested area.

Some fires are caused by lightning but up to 80% of fires may be caused by careless people. These people by their citizenship are the owners of our forest wealth. Campers become careless with campfires or the disposal of smoking materials; settlers become careless in disposing of brush from clearing operations. Permits must be obtained from the nearest forest officer and the necessary safeguards be taken before brush may be burned between April 1 and November 30th in each year.

The control of forest fires requires the construction and maintenance of a network of lookout towers on high points, roads, and trails leading into the forest, radio communication equipment, telephone lines and all types of fire-fighting equipment. Men must be trained to act as foremen to control the activities of the fire crew under the guidance of the ranger. Speed is the keynote of fire fighting. The Department now owns two helicopters and three fixed wing aircraft for fire detection and extinguishing. Other aircraft are leased and chartered as required.

The amount of timber cut for lumber and other products has increased steadily since the transfer of the Natural Resources to the Province in 1930. At that time only 50 million feet board measure of timber was produced. In 1962 the production reached 340 million feet board measure.

Three poplar plywood plants are now in operation in the Province. Most of the poplar peeler logs required for these plants are cut on Crown lands.

A pulp and paper mill is in production at Hinton. The pulp company has been granted a pulpwood lease of three thousand square miles and an additional three thousand square miles has been set aside for fourteen years as a provisional reserve.

In 1949, a contract was awarded to a private firm for aerial photography of the whole Province for the preparation of planimetric maps. In addition, the entire forested area south of the 57th parallel outside of the Rocky Mountains forest Reserve was to be photographed from the air for the purpose of preparing a forest inventory, together with forest cover maps. This work has now been completed. The Department continued the forest inventory north of the 57th parallel and completed it in 1956. An inventory of the Rocky Mountains Forest Reserve also has now been completed.

Sustained yield use of our forest resources is an important objective of this Division, and preliminary cutting plans have been prepared for each ranger district. The amount of timber to be offered for sale in the future will be governed by these cutting plans so as to assure a sustained yield of our timber resources.

The whole of the forested area of the province has been allotted by registered lines or areas to the trappers of the Province. Of the 3,000 registered trappers approximately one-third are Indians. Many of the others are Metis.

Most big game hunting is confined to the forested area of the province. The Forest Service and the Fish and Wildlife Branch jointly supervise most of this hunting along with the supervision of registered traplines and angling in the area.

Technical Division

Plans of surveys are recorded, and legal metes and bounds descriptions, plans, and sketches are prepared for the disposal of our natural resources by Notifications, Leases, Permits, Licenses, etc. in accordance with the provisions of the Public Lands Act. A complete set of plans of the whole of the Province has been prepared and is kept up showing the changing dispositions of the lands from day to day so that a bird's-eye-view may be obtained of the extent of the disposal of the resources. Vast areas of the Province are still unsurveyed and from time to time new surveys are made of desirable agricultural land.

Maps, plans of survey and aerial photographs all are distributed through this branch. Among its records are sectional and topographical maps of Alberta, more than 250,000 aerial photographs, and records for the legal description of all lands in Alberta.

Aerial photographs are available, to the public, of the entire province on the scale of 3,333 feet to 1 inch and of a portion of the province on a scale of 1,320 feet to 1 inch.

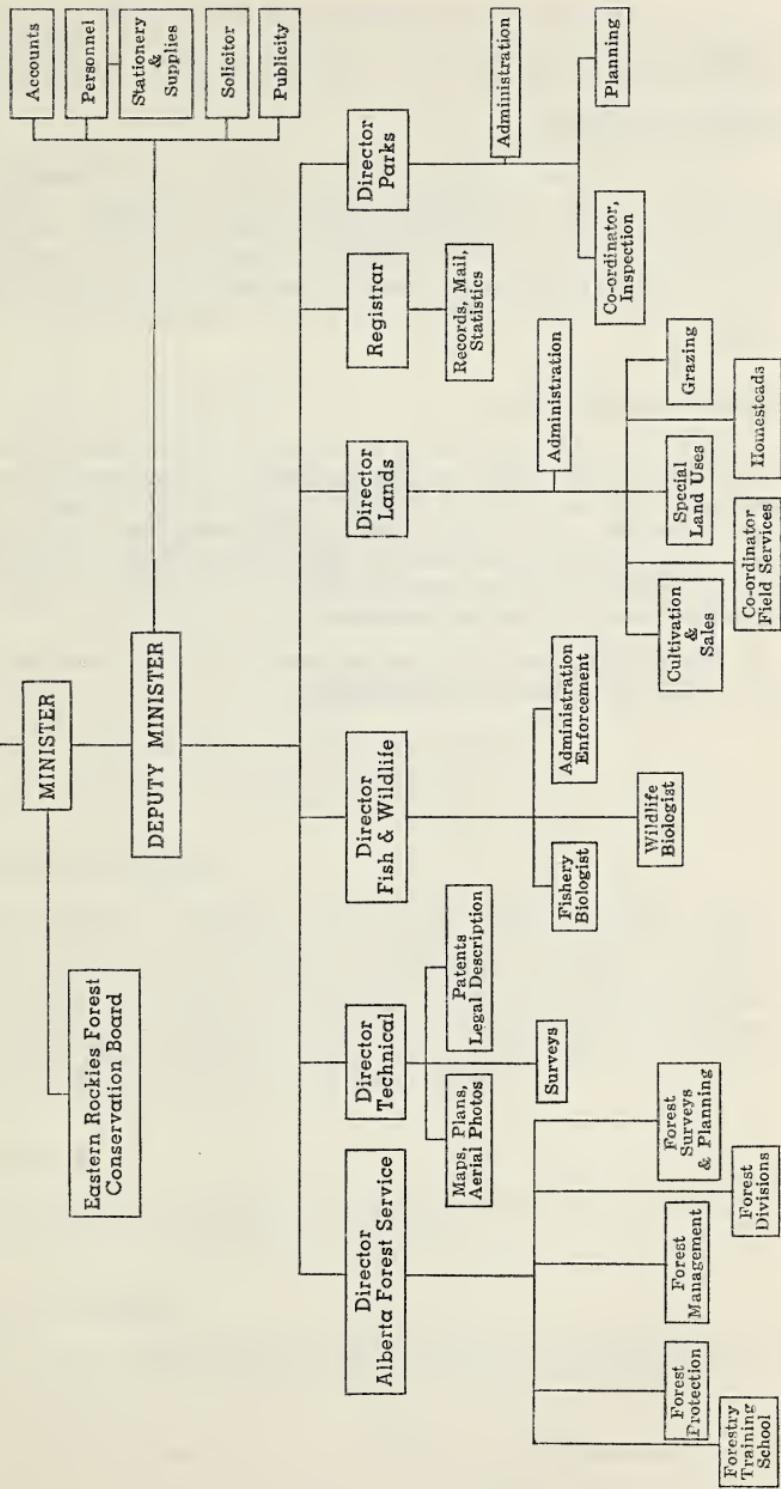
Provincial Parks

The Provincial Parks were transferred to the Department of Lands and Forests by an Act respecting Provincial Parks (Chapter 64, Statutes of Alberta, 1951) and are administered by a Board consisting of a chairman and two members.

There are 38 Provincial Parks in Alberta of which 5 are considered active. The remaining will be developed in the near future. In addition there are 18 areas reserved for future development as Provincial Parks varying in size from 40 to several hundred acres.

Parks established during the past few years and presently under development are: Cross Lake, Lac Cardinal, Little Bow, Pembina River, Steveville Dinosaur, Vermilion River, Wabamun Lake and Winagami Lake.

**ORGANIZATION CHART—DEPARTMENT OF LANDS
AND FORESTS**



Facilities are being provided at all Parks to accommodate all types of visitors rather than restricting use of the Parks to local residents, and many parks are located at sites of historical interest.

Accounts Division

Several million dollars in both revenue and expenditure are involved in Lands and Forests' transactions each year. Accounting for these monies to the Department, the provincial treasury and its auditors and Alberta's citizens in general is the responsibility of the Accounts Division. Records are provided of all receipts and expenditures whether from department budget funds or trust accounts.

Registration Division

The Registration Division is responsible for recording the transactions that take place on Crown lands. These are quite varied and numerous and include homesteads, cultivation leases, ranches, timber berths and permits, pipe and transmission lines, roadways, etc. The division is responsible also for recording and registering the transfers of Crown lands from one individual to another and reserving land for special projects.

The division has in its custody approximately one-third million files relating to these transactions.

DEPARTMENT OF MINES AND MINERALS

This is one of the two departments set up in 1949 to replace the Department of Lands and Mines. As its title suggests, this Department is responsible for the disposition of the right to explore and develop Crown Minerals and for the regulation of mining and pipeline operations.

The chief officials of the Department are:

Minister of Mines and Minerals

Deputy Minister

Solicitor

Director of Minerals

Director of Mines

Superintendent of Mineral Tax

Superintendent of Pipe Lines

Administrative Accountant

Mining Recorder, Edmonton

Mining Recorder, Calgary

Chairman and Members of:

Right of Entry Arbitration Board

Surface Reclamation Council.

Mineral Rights Division

The Minerals Division administers THE MINES AND MINERALS ACT. The minerals in 133,000,000 acres of the Province are owned by the Crown. The Minerals Division is responsible for the enforcement of regulations respecting the disposition of these minerals. Revenue is obtained from fees, rentals, licenses, royalties and Crown Reserve lease sales, amounting to approximately one hundred millions of dollars yearly.

Mines Division

This division is responsible for the enforcement of safety and other regulations in all mines and quarries.

Mineral Tax Division

This division administers THE MINERAL TAXATION ACT. This ACT requires the payment of an acreage tax by owners of freehold minerals.

If a freehold mineral is in a producing area, then the mineral is also subject to a producing area tax upon the assessed value.

Pipe Lines Division

This division supervises the construction and safety of pipe lines within the province.

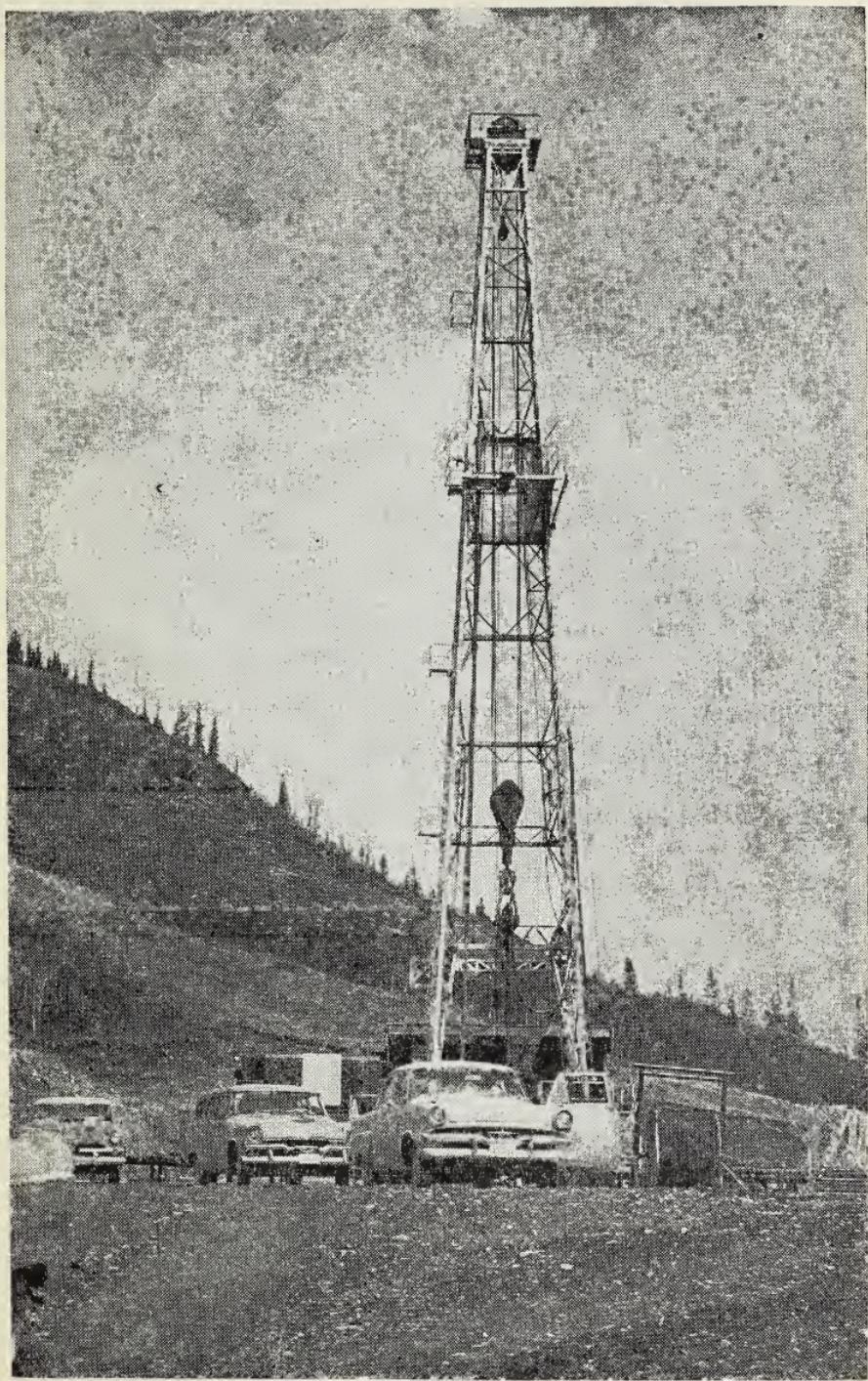
Right of Entry Arbitration Board

The Board administers THE RIGHT OF ENTRY ARBITRATION ACT. If the operator of a mineral is unable to make an arrangement with the surface owner to use the portion of the surface of the land necessary for his operations the mineral operators may apply to the Board for the acquisition of such interest in the surface as his operations requires.

The Board consists of a Chairman and two members, and its office is located in the 100th Avenue Building, 10405 - 100 Avenue, Edmonton.

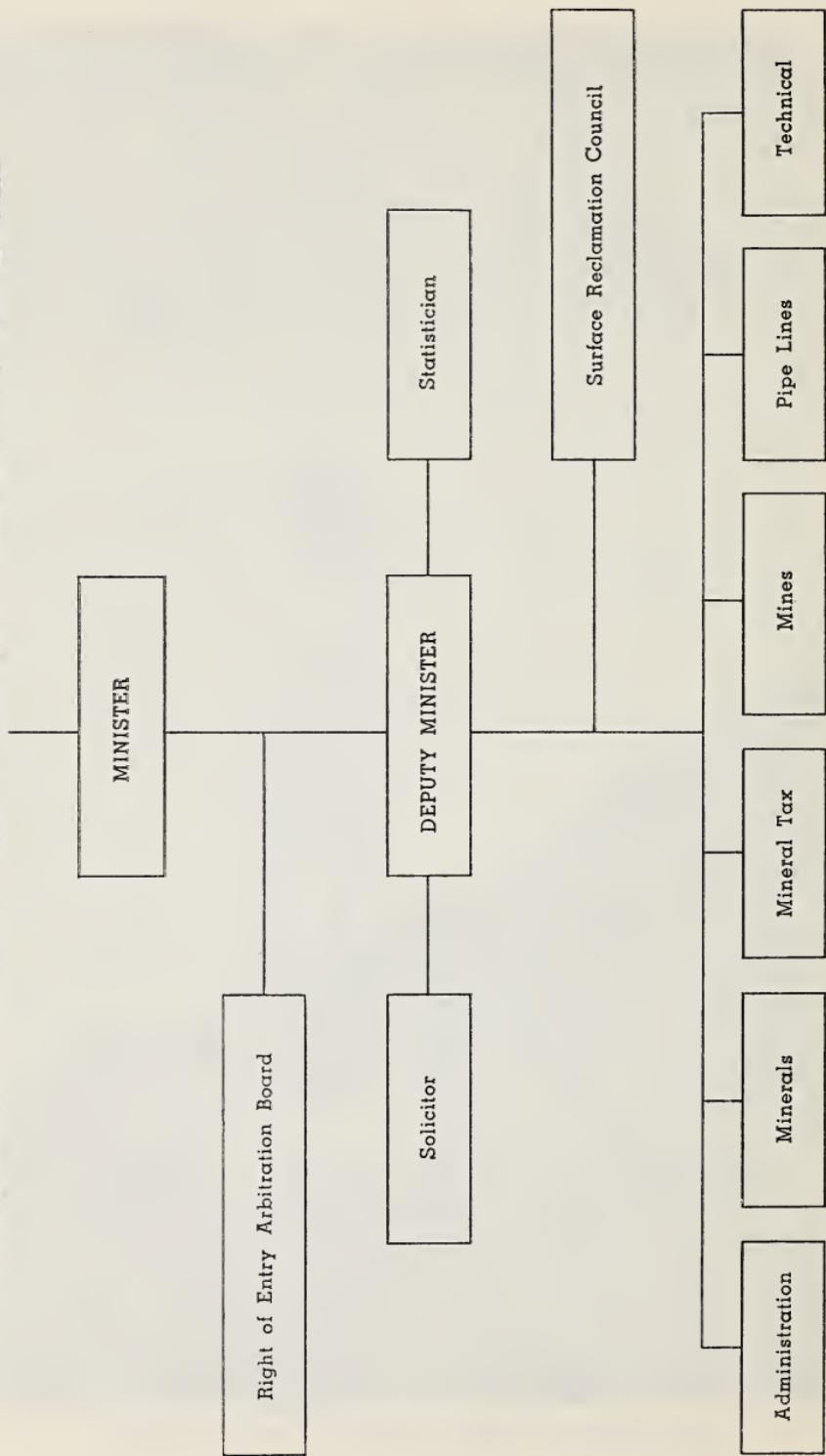
Surface Reclamation Council

The Council administers THE SURFACE RECLAMATION ACT. The surface of lands used for drilling, mining, quarrying and pipe lines must be maintained in a condition satisfactory to Council and when the operation ceases the lands must be reclaimed to a standard set by the council.



An oil derrick is a common sight against the Alberta skyline.

ORGANIZATION CHART—DEPARTMENT OF MINES AND MINERALS



LOCAL GOVERNMENT AND THE DEPARTMENT OF MUNICIPAL AFFAIRS

In order to understand the work of the Department of Municipal Affairs we should be familiar with the general organization of local government in Alberta. The following outline indicates the composition and organization of the various urban and rural administrative units.

URBAN

Villages

- (1) Before requesting incorporation as a village, a hamlet or settlement must have not less than fifty occupied dwellings.
- (2) The affairs of a village are administered by three councillors, one elected each year for three years.
- (3) Mayor must be one of the Councillors, chosen each year by themselves.
- (4) All other officials are appointed by the Council.

*This includes summer villages. In this connection the Town and Village Act states: "The Minister may, either of his own motion or upon receipt of a petition, form any summer resort into a summer village, irrespective of the separate buildings contained therein". The petition referred to must be signed by ten persons who would be on the assessment roll.

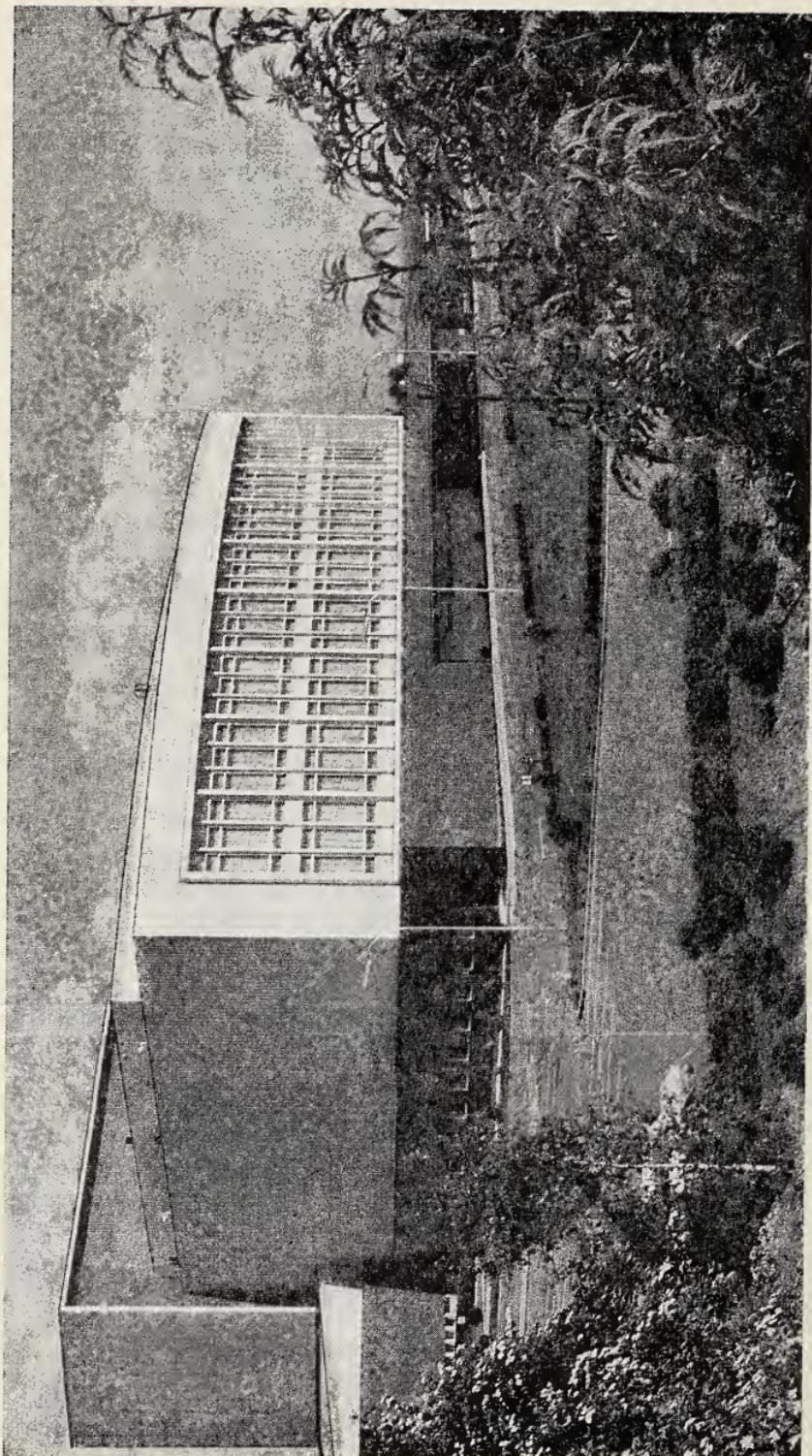
Towns

- (1) To apply for incorporation as a town a village must have a population of 700.
- (2) A town council consists of the mayor and six councillors.
- (3) The mayor is elected for two years.
- (4) Two councillors are elected each year for three years.
- (5) All other officials are appointed by council.

Cities*

- (1) In effect since January 1, 1952, the City Act governs the activities of all cities in the Province. Previously, each city was governed by an individual charter granted by a private Act of the Legislative Assembly.
- (2) To qualify for city status, a town must have a population in excess of 6,000.
- (3) Must have not less than six nor more than twenty aldermen, of an even number (usually 8 to 10 in practice) half of whom are elected each year for a term of two years. (If, however, the electors vote in favour of doing so, the mayor and the entire council shall be elected at the same time for a term of two years.)
- (4) All other officials are appointed by the council.

*Not including the City of Lloydminster (located on both sides of the Alberta-Saskatchewan boundary) which has its own charter, ratified by both Provincial Governments. The City is administered by its elected council under Saskatchewan laws.



The twin Jubilee Auditoriums, built in Calgary and Edmonton, to commemorate Alberta's Golden Jubilee, have become tourist attractions as well as centres of culture and entertainment.

RURAL

Improvement Districts

These comprise the outlying lands in the Province which are not sufficiently developed to warrant a local council and are under the direct administration of the Department of Municipal Affairs, assisted by other Government Departments. Advisory Committees, elected by local ratepayers, function in many improvement districts assisting the Department in an advisory capacity with local administrative problems.

Special Areas

Some 5,000,000 acres in the Hanna, Consort, and Oyen districts are designated as the Special Areas and are administered by a three-member Board appointed by the Department of Municipal Affairs and responsible to it. Headquarters of the Board are in Hanna. The members of the Board live in the area concerned in order to keep in close touch with the ratepayers. An elected Advisory Committee meets with the Board and officials of the Department of Municipal Affairs to discuss administrative problems.

Municipal Districts

These cover the more thickly populated parts of the Province. In size they average about forty townships, the general rule being that if they have less than forty townships, they will have five councillors; if they have more than forty townships, they will have seven councillors.

Councillors are elected in such a way that each serves for three years, but there is always a majority of the council on the continuing body. The Reeve is chosen by themselves from among the councillors and holds office for one year. All other officials are appointed by the Council.

Counties

These single-government, multi-purpose units are formed with the amalgamation of municipal districts and school divisions by the Lieutenant-Governor-in-Council upon request of the local authorities concerned. The boundaries of the school division and municipality are generally co-terminous, and an elected county council appoints committees to administer school and municipal matters.

THE DEPARTMENT OF MUNICIPAL AFFAIRS

The Department of Municipal Affairs is a "service" Department. Dealing with legislation covering the administration of all types of municipalities, it gives assistance to municipal officers in conducting local affairs and is generally concerned with the business management and efficient administration of municipal divisions in Alberta. Hon. A. J. Hooke is Minister of Municipal Affairs, and A. W. Morrison is Deputy Minister.

The chief officials of the Department are:

Minister of Municipal Affairs
Deputy Minister of Municipal Affairs
Assessment Commissioner
Chief Provincial Assessor
Chief Municipal Inspector
Director of Field Service
Provincial Planning Director
Administrative Accountant
Director of Tax Recovery
Liaison Officer.

The Department includes the following Branches or Divisions:

Assessment

(a) Assessment Commissioner

Services: Devises methods and standards of assessments and deals with adjustments and revisions. Maintains a staff of inspectors and research personnel.

(b) Assessment Equalization Board

Services: Determines the total assessment on an equalized basis for each municipality as compared with all others throughout the Province.

(c) Supervisor of Assessments

Services: Upon request undertakes the assessment of any municipality other than a city, or assists a city assessor in a general reassessment, absorbing 25% of the cost. Prepares and forwards to all municipalities assessments of all pipe lines and works and transmission lines assessable under the Electric Power and Pipe Line Assessment Act. Upon request of the Federal Government prepares inspections and appraisals of federally-owned properties. Prepares assessments upon request for municipal and territorial governments in the Northwest Territories and the Yukon. Prepares assessments and appraisals of provincially-owned properties at the request of various departments of the provincial government.

(d) Assessment Appeal Board

Services: Hears appeals from ratepayers regarding their assessments after they have been unable to accept the ruling of local courts of revision. Hears appeals from assessments made by the Mineral Taxation Branch of the Department of Mines and Minerals and also appeals from municipalities in respect to orders made by the Assessment Equalization Board.

Field Service

Services: Assesses all lands and assessable buildings in improvement districts; makes inspections and valuations of land for the Tax Recovery Branch of the Department. Does inspections and appraisals of all types of property anywhere in the Province for the Public Trustee and the Succession Duties Branch.

Farm Purchase Boards, now numbering 23 in improvement districts, are chaired by the Director and the appraisal of lands concerned is done by inspectors in their respective districts. Field staff also serve on agricultural service boards, health unit boards and regional planning commissions.

Finances, Municipal

Services: Maintains a staff of municipal inspectors to examine annually the books and records of all towns, villages, counties and municipal districts in the Province, paying special attention to by-laws, methods of financing, and the way local authority is exercised under the various Acts. Also completes and produces the Department's Annual report, and processes applications under the Winter Works Incentive Program.

Improvement Districts Accounts

Services: Prepares estimates, sets up assessment and tax rolls, prepares and issues tax notices for each parcel of land in Alberta's improvement districts and the Special Areas. Collects amounts due the Province for agricultural advances and other government accounts.

The Equipment Licensing Office is attached to the Accounts Branch. The Mobile Equipment Licensing Act is administered here on behalf of the municipalities. Specified equipment is assessed and 95 per cent of the money collected is distributed among municipal units involved on a pro rata basis.

Liaison Office

Services: Publishes The Alberta Municipal Counsellor each month and carries out assignments designed to strengthen good relations between our local governments and the Department of Municipal Affairs.

Tax Recovery

Services: Supervises the enforcement of The Tax Recovery Act (under which sale of land for unpaid taxes is authorized) in all municipalities, urban and rural, throughout the Province. Also directs the collection of taxes, seed grain accounts, crop shares, etc. Issues leases and right of entry permits in Alberta's improvement districts and the Special Areas.

Town and Rural Planning

Services: Provides technical assistance to any municipality requesting same on subjects ranging from the preparation of a general plan for a complete urban or rural area, development schemes, and their implementation zoning or development control by-laws for a 20-to 30-year development program. Carries out field and other surveys. Administers Subdivision and Transfer Regulations and approves all subdivision plans and land transfers throughout the Province. The creation of regional planning commissions is fostered and when constituted, the Province absorbs 50 per cent of their operation costs.

Through the Provincial Planning Board, appeals from any decision respecting subdivision matters have their final arbitration.

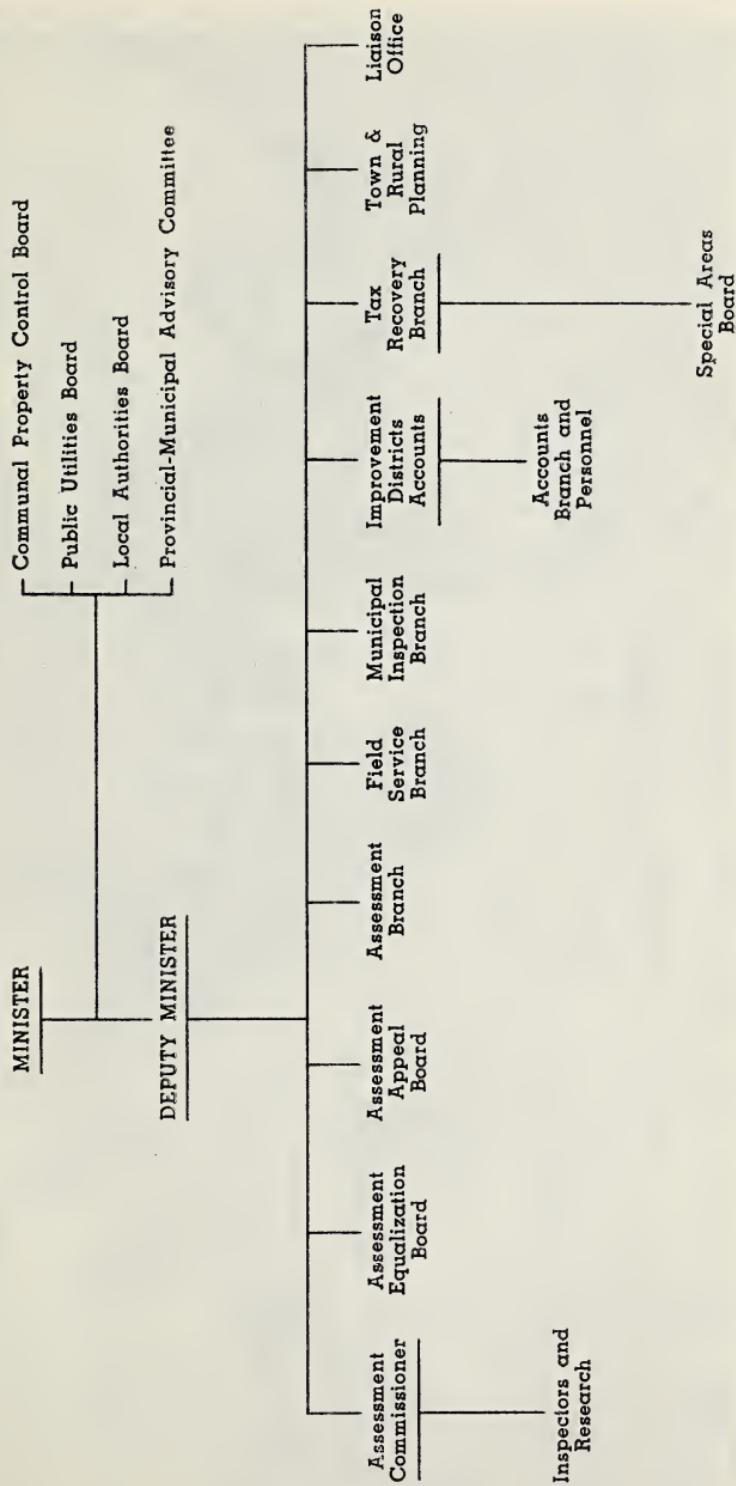
Note: For administrative purposes the Communal Property Control Board (E. F. Breach, Chairman), The Public Utilities Board (R. D. Henderson, Chairman), the Special Areas Board (C. W. Edwards, Chairman, with headquarters at Hanna) and the Local Authorities Board (C. G. Macgregor, Chairman) are attached to the Department of Municipal Affairs.

LOCAL AUTHORITIES BOARD

Services: Major function of the Local Authorities Board is the consideration of:

1. Applications from all local authorities (municipal and school) for permission to borrow money by way of debenture.
2. Separations of land from urban municipalities and annexations of land thereto.
3. Appeals from municipal authorities of requisitions made by a school district or school division.
4. Programs of those local authorities which are placed under Board control.
5. Cancellations of plans of subdivisions or parts thereof.
6. Affairs of local authorities in respect to amount of debt and taxation limits.
7. Recommendations to Lieutenant Governor in Council respecting appointment of administrators in municipalities, school districts and school divisions.
8. Recommendations to Lieutenant Governor in Council in respect to re-financing programs of local authorities.
9. Compromise of tax arrears when taxpayer and taxing authority cannot agree on terms of settlement.
10. Formation of sinking funds for payment of borrowings.

ORGANIZATION CHART — DEPARTMENT OF MUNICIPAL AFFAIRS





The Cultural Activities Branch of the Provincial Secretary's Department conducts handicraft courses for young and old.

DEPARTMENT OF THE PROVINCIAL SECRETARY

The Provincial Secretary is the Keeper of the Seal, Registrar of the Province, and the administrator of numerous Statutes dealing with a variety of unrelated subjects. The Department as well acts in some measure as a clearing house for the whole of the Provincial Government.

The responsible officials of the Department are:

Provincial Secretary
Deputy Provincial Secretary
Registrar of Companies
Administrative Assistant
Secretary to Department
Accountant and Personnel Officer
Agent General, Alberta House, London, England
Chairman, Board of Censors, and Director of Amusements Branch
Director of Recreation and Cultural Development Branch
Fire Commissioner
Fuel Oil Tax Inspector and Auditor
Manager, Northern Alberta Jubilee Auditorium (Edmonton)
Manager, Southern Alberta Jubilee Auditorium (Calgary)
Public Relations Director
Superintendent of Insurance
Director, Museums Branch
Provincial Archivist

Keeper of the Seal

A great many documents are required to be sealed with the Seal of the Province. These documents include Letters Patent such as are issued to members of the government on their appointment to the cabinet; Letters Patent issued to Queen's Counsel; Commissions issued to Police Magistrates, Justices of the Peace, Notaries Public, Coroners, etc., and certificates authenticating such appointments. As Keeper of the Seal, the Provincial Secretary is responsible for the issuance of documents bearing the Seal, and as Registrar, for the registration of such documents.

The Provincial Crest

By Royal Warrant dated 30th May, 1907, Armorial Ensigns were assigned to the Province of Alberta as follows:

"Azure in front of a Range of Snow Mountains proper, a range of Hills Vert, in base of Wheat Field surmounted by a Prairie both also proper, on a Chief Argent a St. George's Cross."

By the provincial Arms Act the Alberta Crest is reserved for use exclusively by the Provincial Government, except as otherwise authorized by the Lieutenant Governor in Council, or the Head of a Government Department.

The Floral Emblem

The wild rose is the official floral emblem of Alberta and was adopted in 1930 under authority of the Floral Emblem Act.

Alberta House

The Agent General, with headquarters at Alberta House in London, England, is the official representative of the Province of Alberta in the United Kingdom.

A particular concern of the Agent General's office is the promotion of interest in Alberta among British and European industrialists. Immigration is given close attention. Literature and specific information about the Province are distributed widely.

The Amusements Branch

The Board of Censors under the Amusements Act screens every picture intended for public showing in the Province, and the picture must bear the approval of the Board of Censors before it may be shown in the Province.

The Branch also administers that part of the Amusements Act and Regulations made thereunder dealing with the inspection and licensing of places of amusement where the safety of the public from fire and other risks is involved. In connection with this work motion picture projectionists are examined and licensed by the Branch.

The Amusement Act imposes a tax on all betting at race tracks done through the pari-mutuel system and the Amusements Branch is responsible for the collection of this tax.

The Change of Name Act

Changes of personal names are effected under the provisions of the Change of Name Act, 1961, by application to the Deputy Provincial Secretary.

The Companies Branch

The Companies Branch under the authority of Various Statutes including The Companies Act and The Societies Act is responsible for the incorporation in Alberta of companies, societies, religious societies, co-operative associations, credit unions, and cemetery companies. Corporations incorporated elsewhere than in Alberta but wishing to do business in Alberta are registered by this Branch under the Companies Act. Trust companies whether incorporated in Alberta or elsewhere and doing business in the Province are required to register under the provisions of The Trust Companies Act.

The Fire Prevention Branch

The Fire Prevention Act and the Lightning Rod Act are administered by this branch. It is the duty of the Fire Commis-

sioner, appointed under the Fire Prevention Act, to enforce all laws and regulations relative to the prevention of fires; the storage, sale and use of combustibles and explosives; construction and maintenance of fire escapes; the installation of automatic and other fire alarm systems and fire extinguishing equipment; adequacy of exits in the case of fire from schools, factories, asylums, hospitals, churches, halls and theatres; and the suppression of arson and investigation of the cause, origin and the circumstances of fire. He also directs fire prevention education and inspection of fire brigades.

The Fuel Oil Tax Branch

Under the Fuel Oil Tax Act and Regulations thereunder a tax is imposed on every purchaser of fuel oils in the Province with the exceptions in the case of fuel oil used by farmers, by industry in industrial operations, by contractors, municipalities, etc., in road building machinery, and by others. Tax exempt fuel is coloured purple by dyers employed by the Province and operating at various refineries in the Province, and this purple coloured fuel is authorized for the above uses. Inspectors of the Inspection Service Branch of the Department of the Attorney General and members of the Royal Canadian Mounted Police are responsible for the enforcement of the Act and Regulations, particularly with respect to the improper use of purple fuel.

The Insurance Branch

The Superintendent of Insurance under the Alberta Insurance Act licenses all insurers doing business in the Province and exercises a general supervision over the business of insurance. The Superintendent also directs a detailed examination of provincially incorporated insurance companies to insure their solvency and compliance with the insurance laws of the Province.

The Superintendent of Insurance, acting as Commissioner of Real Estate, also administers the Real Estate Agents' Licensing Act, which Act exercises a licensing control over real estate agents and salesmen in the Province.

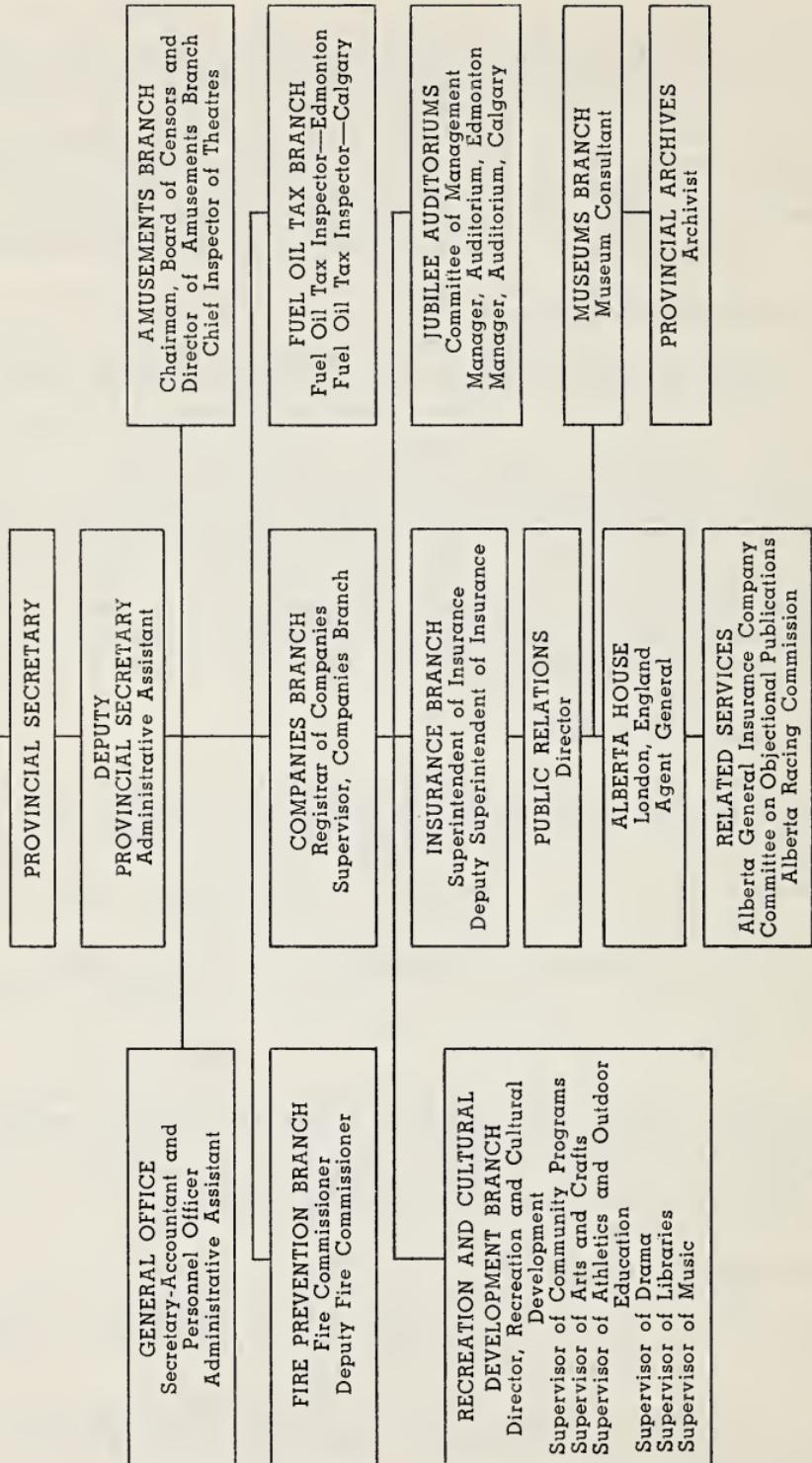
The Branch also Administers The Insurance Corporations Tax Act under which a tax of 2% is levied on insurance premiums written in the Province with the exception of premiums written on fraternal insurance and marine insurance and premiums written by life companies with respect to annuity contracts.

The Museums Branch

The function of this branch is to make preliminary studies and plans and to employ technical staff with a view to the establishment of a provincial Museum and Archives.

The branch also administers the Historic Sites program of the province and erects rustic signs or cairns at points of interest in the province.

ORGANIZATION CHART — DEPARTMENT OF THE PROVINCIAL SECRETARY



Public Relations Branch

The responsibility of the Public Relations Branch, is to establish and maintain good relations between the various departments of the Government and the general public directly and through the press. The Public Relations Director also assists in arrangements for meetings and conventions in Alberta, often representing the Province at such functions. Responsibility for the direction of the province's Centennial Administration has also been assigned to the Public Relations Director.

Recreation and Cultural Development Branch

The Branch promotes the growth of interest and participation in a broad recreation program. Headed by the Director, the Branch is associated with Boards comprising individuals skilled in representative fields. The Boards cover Athletics and Outdoor Education, Arts and Crafts, Drama, Libraries, Music and Recreation.

Each division is headed by a Supervisor who carries on an active program of leadership training. Leadership training courses are offered on a local community, regional or provincial level.

Courses offered by the Branch are subsidized by the Government. Two in-service training courses are offered, one for recreation leadership and the other for custodians of libraries within the province.

Government Grants are given on behalf of recreation leaders in the province and to the libraries of the province, on either a per capita or book basis.

Provincial Archives:

The Provincial Archivist, when engaged, will be responsible for the selection and preservation of historic documents of the province, particularly of government, and will make them available to research historians and others.

DEPARTMENT OF PUBLIC WELFARE

THE DEPARTMENT OF PUBLIC WELFARE ACT, Chapter 6 of the Statutes of Alberta, 1944, authorized the setting up of a Department of Public Welfare to administer the various welfare services that come under the direct control of the Province. The following statutes are administered by the Department:

- The Blind Persons' Act (Chapter 24, R.S.A. 1955)
- The Child Welfare Act (Chapter 39, R.S.A. 1955) (Consolidated 1963)
- The Disabled Persons' Pensions Act (Chapter 86, R.S.A. 1955) (Consolidated 1962)
- The Disabled Persons Act (Chapter 85, R.S.A. 1955)
- The Homes for the Aged Act (Chapter 29, 1959) (Amendment 1963)
- The Metis Betterment Act (Chapter 202, R.S.A. 1955) (Amendments 1957 and 1960)
- The Mothers' Allowance Act (Chapter 45, 1958) (Consolidated 1962)
- The Old Age Assistance Act (Chapter 228, R.S.A. 1955)
- The Public Contributions Act (Chapter 253, R.S.A. 1955) (Amended 1958)
- The Public Welfare Act (Chapter 268, R.S.A. 1955) (Consolidated 1961—Amendments 1963)
- The Relief Liability Act (Chapter 284, R.S.A. 1955)
- The Supplementary Allowances Act (Chapter 326, R.S.A. 1955) (Consolidated 1961)
- The Welfare Homes Act (Chapter 78, 1963)
- The Welfare Statutes Amendment Act (Chapter 87, 1961)
- The Widows' Pensions Act (Chapter 368, R.S.A. 1955) (Consolidated 1962)

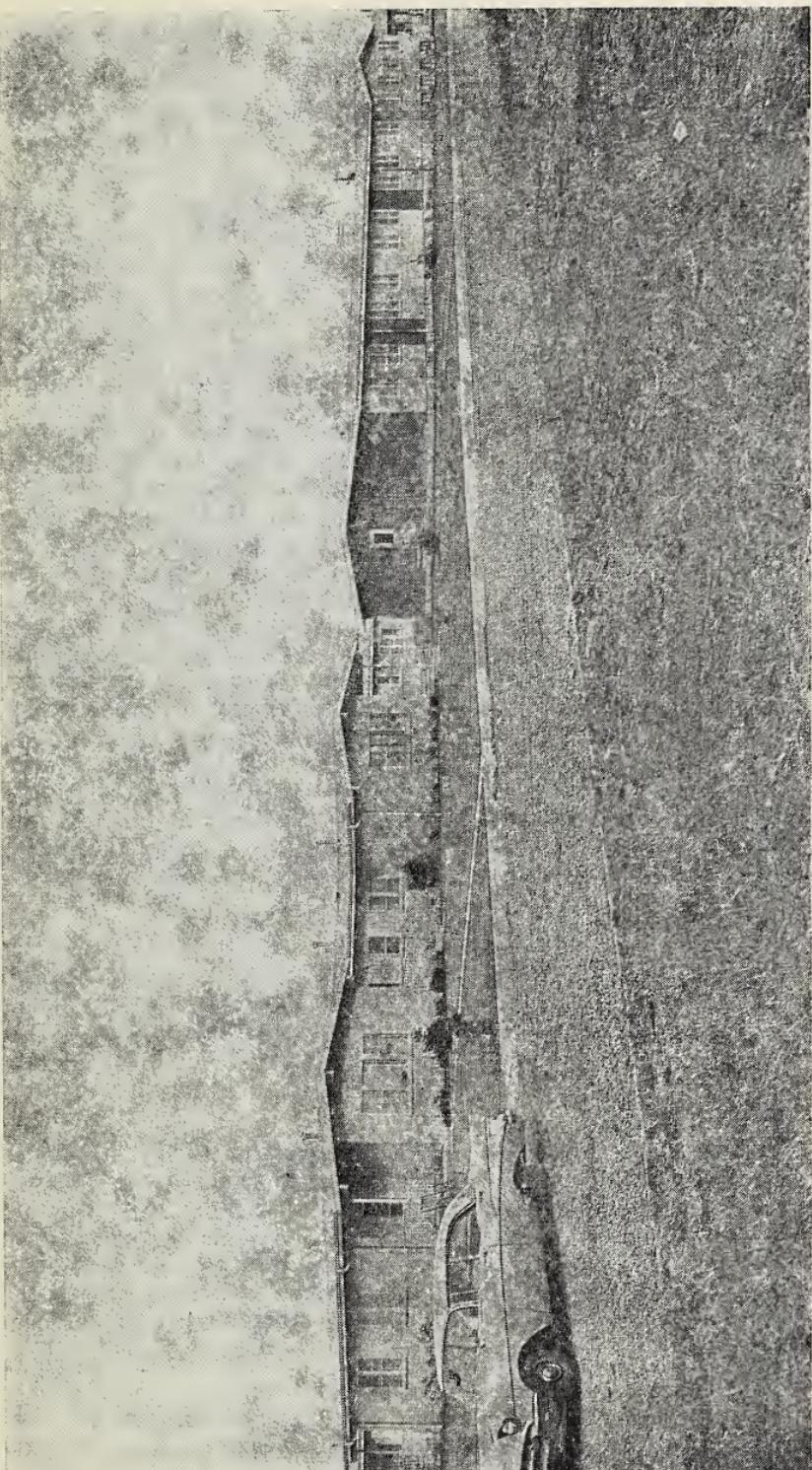
The general administration of the Department rests with:

1. The Minister
2. The Deputy Minister
3. The Welfare Director

and to facilitate the work entailed the following branches have been created within the Department.

Public Assistance Branch

It provides financial assistance and rehabilitation services to those persons who are in need by reason of age, physical or mental ill health or incapacity or because they are mothers who are personally caring for their dependent children, and also to transient persons and residents of Improvement Districts and Special Areas who are unemployed. Single, homeless, unemployed persons who have no municipal residence are generally maintained in Hostels in Calgary and Edmonton and at the Welfare Centre at Gunn.



Alberta enjoys an advanced program of social benefits for its citizens. Among these are the modern, comfortable Senior Citizens' Lodges throughout the province.

Indigent residents of municipalities are provided with assistance directly by the municipalities and they in turn receive grants from the Province up to 80% of the expenses incurred. The municipalities also receive grants of a similar amount to assist them in paying for the maintenance of their indigent residents in homes that are licensed to care for aged or infirm persons.

This Branch also has the responsibility of administering the pensions and allowances paid under Federal Provincial agreements, Old Age Assistance, Blind Persons' Allowances, and Disabled Persons' Allowances, and those allowances which were put into effect by provincial legislation, Widows' Pensions, Mothers' Allowances, Disabled Persons' Pensions and Supplementary Allowances. With the implementation of a Social Allowance program on June 1, 1961 which was designed to care for the needs of the older and/or handicapped persons, as well as mothers with dependent children, no further applications could be taken for the latter four programs, but the recipients were given the choice of continuing to receive this form of assistance or of transferring to Social Allowance. The maximum amount payable for pensions and allowances is \$75.00 per month, with the exception of Mothers' Allowances which is on a sliding scale from \$80.00 to \$195.00 a month depending on the number of children in the family. Eligibility for the three Federal-Provincial programs is based on a means test and the person concerned must have resided in Canada for the ten years immediately preceding the date of the proposed pension payment, or if not, must have been present in Canada prior to those ten years for an aggregate period equal to twice the aggregate periods of absence from Canada during those ten years. Applications for Old Age Assistance must be 65 to 69 years of age inclusive; for Blind Persons' Allowances, they must be 18 years of age and over and for Disabled Persons' Allowance, they must be permanently and totally disabled and have reached the age of 18 years.

Medical, hospital, dental and optometric care is made available to all recipients of financial assistance, on an individual basis for able bodied unemployed persons and by means of a Medical Card for those persons in receipt of pensions or allowances.

Child Welfare Branch

In 1943 the Government of the Province appointed a Committee to investigate and report on all phases of child welfare work being carried on, not only under Government auspices, but by other organizations in the Province. This Committee in submitting its findings to the Government, made certain recommendations. These recommendations were almost entirely embodied in the Act known as The Child Welfare Act of Alberta 1944, and amendments thereto.

The Act itself is administered by a Child Welfare Commission. The duties of the Commission are many and varied. It is responsible for enforcing the provisions of the Act—to encourage and promote and assist in the proper care and welfare of the children of the Province—for supervision over all children who are wards

of the Province—for the investigation and approval of homes of applicants for children, whether for adoption or otherwise, and various other duties. To guard further the welfare of the children, legal adoption is not generally permitted until the child has been in the prospective adoptive home for one year, when on the basis of a favourable report on the home, the Commission presents the adoptive parents' petition for adoption for the consideration of a District Court Judge who must be satisfied that these petitioners have the ability to perform the duties of parents in a satisfactory manner. The Commission is also responsible for the continued inspection of foster homes after approval for a child's placement has been given.

It is the duty of the child welfare official appointed by a municipality to investigate all cases of reported neglect of children within its boundaries, and, if circumstances warrant the apprehension of any child on this account, such child is brought before a Judge of the Juvenile Court with a recommendation for temporary wardship. If after a period of temporary wardship, it is considered that a child should come permanently under the care of the Government, a District Court Judge is the only person who has the authority to decide what disposition should be made of the child. If any child is made a ward of the Government, the Child Welfare Commission immediately assumes responsibility for the child and all costs of his maintenance is borne by the Province.

Welfare Homes and Institutions Branch

The Welfare Homes and Institutions Branch has been designed to fulfill two main functions; that of licensing and maintaining standards of all homes and institutions as designated under The Welfare Homes Act within the Province of Alberta and the acquisition and operation of homes, hostels and institutions, when and where necessary. This Branch is responsible for the building of the fifty lodge type homes each to accommodate fifty elderly citizens in the rural areas of the Province, as well as lodge type dwellings and low rental housing units to accommodate eight hundred persons in each of the cities of Calgary and Edmonton. These Senior Citizens Homes are filling a definite need of the older people in Alberta for comfortable and economic accommodation.

Social Planning and Development Branch

This Branch has been designed for the purpose of exploring the multifarious factors that lead to a breakdown in family living and to work with the other governments, in particular the municipal authorities, in devising means to combat these problems. This is one of the newer Branches within the Department but its work in community development has been an evident need in the total welfare picture for some considerable time.

Metis Rehabilitation Branch

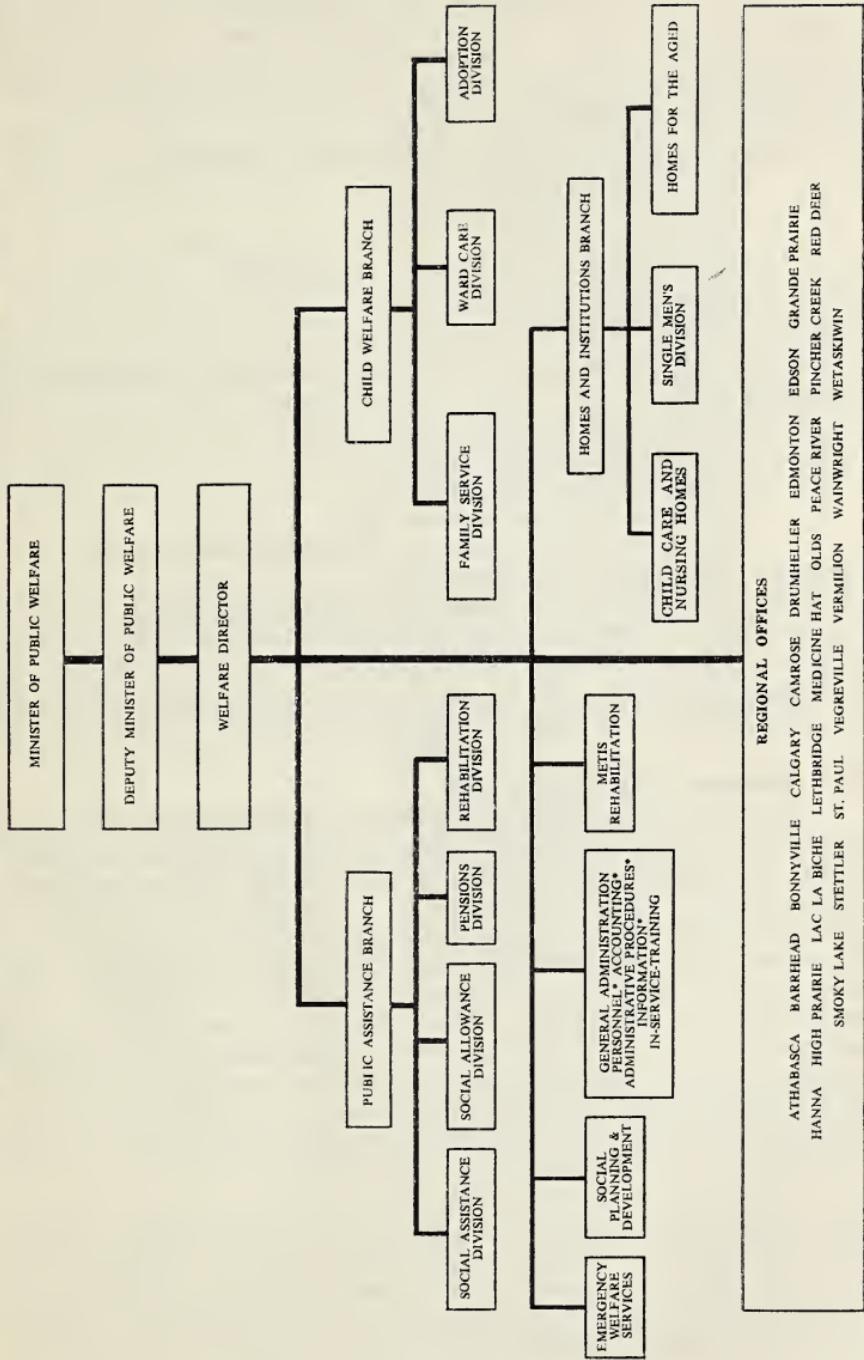
A Royal Commission was set up by the Provincial Government of Alberta in 1939 to study the problems of Metis people in Alberta.

During the course of the study, petitions were received from many Metis asking that colonies be set aside for them, along with assistance to build homes and set themselves up as farmers, and that a quarter section of land be allotted to each settler, tax free. On the basis of the Commission's study and recommendations, the Metis Betterment Act was passed in 1940 whereby the requested colonies came into being. Five tracts of land in Northern Alberta were set aside for the use of the settlers which are now being operated as eight separate units. At the end of the fiscal year for 1963, there were approximately 2,100 persons on the colonies and many settlers are now fully self supporting through the operation of their own sawmills or farms.

Grades I to IX are taught on the Colonies in new modern schools, most of which are operated by the Northland School Division. However, 60 school children at the Kikino Colony are being transported to the Lac la Biche School and approximately 60 more from the west end of the Beaver River Colony are going to the Caslan School. In addition, in 1962/63 thirty-two students from the Colonies have been assisted to attend high school away from the Colonies.

The aim of the Department in respect of the Colonies is to assist the Metis people to eventual independence and final integration into our urban, predominantly white society. This aim can best be achieved by those people who are attaining the education that will allow them to compete successfully in industry.

ORGANIZATION CHART—DEPARTMENT OF PUBLIC WELFARE



TREASURY DEPARTMENT

The Treasury Department was established by an Act of the Legislative Assembly of the Province known as THE TREASURY DEPARTMENT ACT. It is presided over by a member of the Executive Council who is appointed by the Lieutenant-Governor as Provincial Treasurer.

The chief officials of the Department at present are:

Provincial Treasurer
Deputy Provincial Treasurer
Executive Assistant
Superintendent of Treasury Branches
Director of Purchases
Queen's Printer

The chief functions of the Department are prescribed by the following acts:

The Treasury Department Act
The Provincial Loans Act
The Treasury Branches Act
The Savings Certificates Act
The Alberta Government Purchasing Agency Act
The Queen's Printer Act
The Alberta Co-operative Rural Credit Act
The Municipal Capital Expenditures Loans Act
The Retirement Annuities Act.

The duties imposed and the powers conferred by these Acts may be briefly described as follows:

The Treasury Department Act

This Act is Chapter 343 of the Revised Statutes of Alberta, 1955. It prescribes the main functions of the Department which is the management and control of the revenue and expenditure of the Province. This function makes it necessary for the Provincial Treasurer to present to the Legislative Assembly, just before the commencement of every fiscal year, his budget for that year, which sets forth, in detail, his estimates of revenue to be collected and of expenditures to be made. When passed by the Assembly, these estimates control the coming year's expenditures. This Act also provides that all monies received shall be deposited in a Bank or similar institutions and all payments shall be made by official cheque or similar instrument signed by or for the Provincial Treasurer and counter-signed by or for the Provincial Auditor.

The Provincial Auditor keeps the accounts of the Province; this involves the checking of each item of revenue and the approval of every payment. He presents to the Legislative Assembly every year the Public Accounts of the Province, a book which sets out in detail, all financial operations of the Province and affiliated Boards the latest complete fiscal year.

There is also a body known as the Treasury Board composed of members of the Executive Council. This Board frames regula-

tions respecting the bookkeeping and accounting of the Province and gives decisions on matters referred to it by any member or the Provincial Treasurer or the Provincial Auditor.

The Provincial Loans Act

This Act prescribes the manner in which the Provincial Treasurer, on behalf of the Province, may borrow money for the purpose of Government. It instructs and guides the Provincial Treasurer in the management of the Public Debt of the Province.

The Treasury Branches Act

This Act authorizes the Provincial Treasurer to establish and operate Treasury Branches at such points in the Province as he may consider advisable. There are now 58 branches, 7 sub-branches and 88 agencies in Alberta. The branches provide all those services which are normally provided by a bank, which includes deposits, withdrawals, loans, investments, money orders, drafts, travellers cheques, letters of credit, and act as agents for the government in matters concerning the issuing of certain licenses and permits.

The Savings Certificate Act

This is another Act which enables the Provincial Treasurer to receive deposits of money from the public. He issues certificates for the deposit which undertake to pay the depositor a certain rate of interest dependent on whether the principal is payable on demand or at the expiration of one or more years. The money received is deposited in the General Revenue Fund of the Province, and becomes a liability of the Province.

The Alberta Government Purchasing Agency Act

This Act is presently under the supervision of the Provincial Treasurer and is under the immediate management and control of a director of purchases.

It is the duty of this Agency to acquire, by purchase or otherwise, all supplies which are required from time to time by any department of the Government.

The Queen's Printer Act

The Queen's Printer is attached to the Treasury Department. He is responsible for the publication of THE ALBERTA GAZETTE which contains Government proclamations and officials notices. He prints and publishes the Statutes of the Province and other Government publications, and procures all printing, stationery and general office supplies required by Departments of the Government.

The Alberta Co-operative Rural Credit Act

This Act was passed to assist farmers who combine to form a Co-operative Credit Society to obtain short term loans to finance their farming operations. Before a loan is made by a Bank, applications are approved and repayment guaranteed by a Society. If

the Supervisor of Co-operative Credits then approves, the Bank makes the loan which is guaranteed as to repayment by the Provincial Treasurer. This Act has not been operating for many years.

Retirement Annuities Act

By this Act the Provincial Treasurer is required to establish and administer an annuity fund. Any Canadian citizen who has resided in the Province for not less than three years may purchase a retirement annuity by depositing in the fund an initial amount of not less than ten dollars. Additional deposits of any amount may be made at any time until the date of the purchaser's retirement. The maximum annuity that may be purchased is the actuarial equivalent of a single life annuity of fifteen hundred dollars per year commencing at the age of sixty years.

Compound interest is payable on amounts on deposit in the fund at the rate of three and one-half per cent per annum. If the earnings of the fund are insufficient to pay this rate of interest the Provincial Treasurer pays in whatever may be required from the General Revenue Fund.

General

There are many other Acts in which the Provincial Treasurer and the Treasury Department are interested: particularly those that involve advances of money to other Departments of Government or to Municipalities, Associations, Corporations, etc., and those that involve guarantee by the Province of repayments of monies borrowed from lending institutions.

In general, it may be said that the Treasury Department is concerned in any Governmental activities to the extent that they involve the receipt, custody, or payment of money.

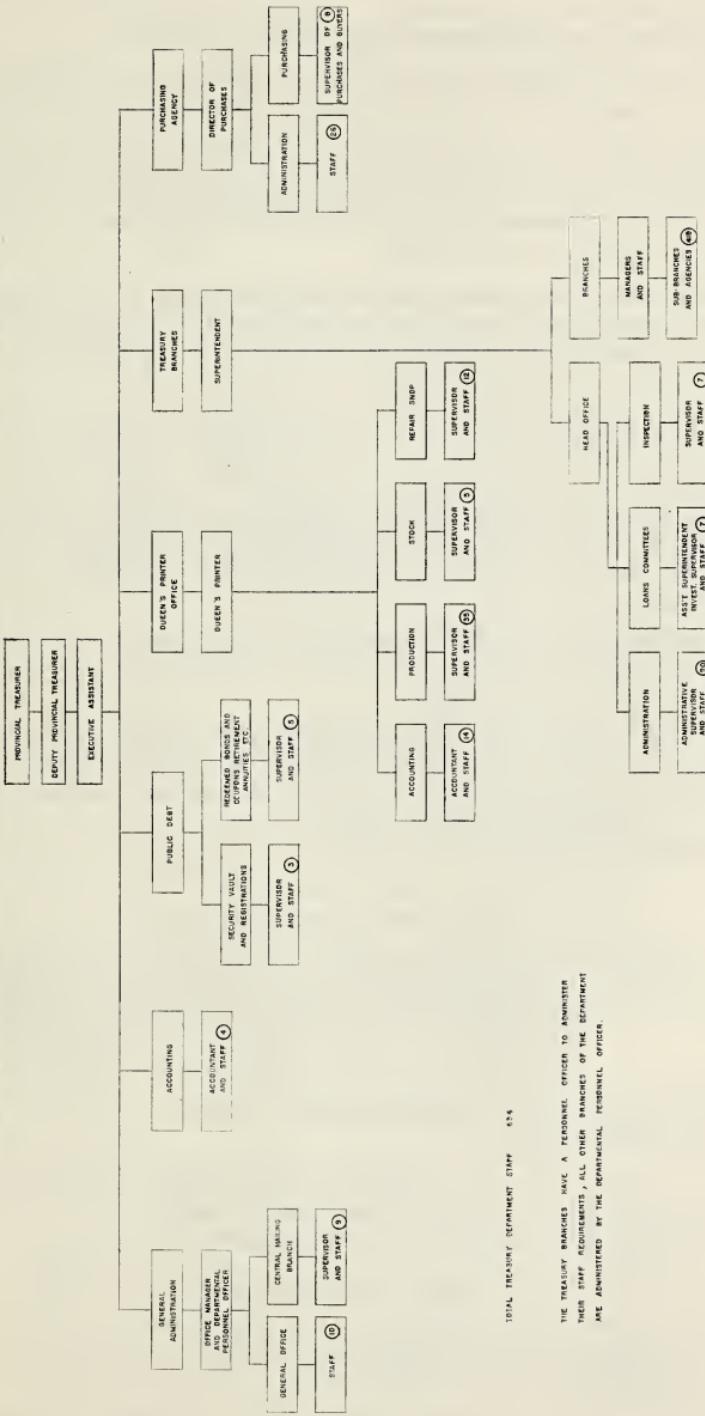
Alberta Municipal Financing Corporation Act

Pursuant to this Act a Board of Directors consisting of four members appointed by the Government and three members elected by municipalities is authorized to conduct the affairs of the Alberta Municipal Financing Corporation. The Corporation borrows money, guaranteed by the Province of Alberta, and re-loans such monies to municipalities, school boards and hospital boards, where such borrowers are authorized to borrow and within the regulations laid down by the Corporation.

Alberta Income Tax Act

In 1961 the Government of the Province of Alberta passed the Alberta Income Tax Act which levies a tax on incomes of individuals and Corporations in the Province. Through a Tax Collection Agreement with the Federal Government the Federal Department of National Revenue administers and collects taxes levied by the Alberta Act, and remits such taxes to the Province.

ORGANIZATION CHART—TREASURY DEPARTMENT



PROVINCIAL AUDITOR'S OFFICE

The position of Provincial Auditor is created by Section 64 of The Treasury Department Act which provides:

“For the complete examination of the Public Accounts of the Province and for reporting thereon to the Legislative Assembly, the Lieutenant Governor in Council may appoint under the Seal of the Province an officer to be called the Provincial Auditor who shall hold office during good behaviour and be removable for cause by the Lieutenant Governor on address of the Legislative Assembly.”

This provision makes the Provincial Auditor directly responsible to the Legislative Assembly rather than to the Government and thereby permits him to exercise independent judgment in carrying out the functions of his office.

The functions of the Provincial Auditor's Office include:

- A. Control and pre-audit of all Government expenditures.
- B. Maintaining the principal Government accounts to show at all times the standing of all Legislative appropriations and of all other accounts and the precise financial condition of the Province.
- C. The preparation and submission of the Public Accounts of the Province as required by Section 27 of The Treasury Department Act which states:

“As soon as practicable after the close of each fiscal year, the Auditor shall prepare and certify to a statement
 - (a) of all transactions of a financial nature completed during the fiscal year then last past, and
 - (b) exhibiting
 - (i) the state of the public debt,
 - (ii) the revenue and expenditure, and
 - (iii) such other accounts and matters as are necessary to show what the liabilities and assets of the Province are at the end of the said fiscal year, which shall be transmitted to the Treasurer, for submission to the Legislative Assembly at its next session.”
- D. The approval of the form in which estimates are to be prepared by departments.
- E. The preparation and signing of cheques or other instruments covering all disbursements of public money and the transmission of same to the Treasury Department.
- F. The audit of the revenue accounts of all departments.
- G. The audit of the accounts and certification of the financial statements of all Government boards, commissions or other agencies.
- H. Preparation and submission to the Legislative Assembly of

such other returns as may be required by statute or order of the Assembly.

For administrative purpose in discharging the above functions the Provincial Auditor's Office is comprised of the following branches:

A. Control and Pre-Audit Branch:

This branch is headed by the Senior Auditor of Disbursements and is staffed with the Assistant Senior Auditor of Disbursements, the Provincial Accountant, Disbursement Auditors and clerical personnel.

The primary responsibility of this branch is the control and pre-audit of all Government expenditures whether such expenditures be of public moneys belonging to the Province or are in respect of moneys held in trust by the Province. All expenditure documents originated by departments must be submitted to this office for verification as to validity and as to provision and availability of funds provided by the Legislative Assembly for that purpose. These documents include those required to implement Government programs for agriculture, health, welfare, education, administration of natural resources, industry and development, etc., and include expenditures relating to shared cost projects with the Federal Government, purchase of supplies and equipment and payment of administration expenses including salaries and wages, grants and allowances and other expenses.

This branch also maintains the principal records of the Province in respect to assets and liabilities and revenue and expenditure and in conjunction with the Revenue Audit and Data Processing Branches has a responsibility in connection with the preparation of the Public Accounts and various interim financial statements.

B. Revenue Audit Branch:

This branch is headed by the Audit Director assisted by an Audit Supervisor and is staffed with senior auditors (qualified chartered accountants), articled students, audit assistants and certain clerical staff.

The branch is organized to provide professional accounting and auditing services to the Government and is responsible for:

- (a) The audit of revenues of all government departments and their branches and agencies.
- (b) The complete audit and preparation of financial statements and reports of all boards, commissions or other government agencies. These include the Alberta Government Telephones Commission, Alberta Liquor Control Board, Workmen's Compensation Board, Oil and Gas Conservation Board, Provincial Marketing Board, Marketing Services Ltd., University of Alberta, University of Alberta Hospital, Public Trustee, Teachers' Retirement Fund, Alberta Municipal Financing Corporation, Treasury Branches, Queen's

Printer, School Book Branch, Bow River Development, St. Mary and Milk Rivers Development, Special Areas Board, among others.

- (c) Special investigations and inquiries on behalf of the Government and the various boards and commissions.
- (d) Preparation of the Public Accounts and the interim financial statements issued by the Province together with preparation of other returns or reports required by statute or by order of the Legislative Assembly.
- (e) Installation and revision of accounting systems and review of internal control procedures in government offices.
- (f) Verification of all claims submitted to the Federal Government and of claims submitted to the Province covering a wide range of shared cost programs.

C. Data Processing Branch:

This branch is headed by the Data Processing Director with systems-analysts, supervisory and control staff, computer, unit record and keypunch operators and clerical assistants.

The Data Branch has been recently organized to provide the most efficient and up to date accounting medium for this office and all government departments. The Branch employs two digital computers, I.B.M. 1401 and I.B.M. 7070 together with supporting unit record equipment and is designed to cope with the present and increasing volume of government transactions without further material increase in accounting staff, equipment or accommodation.

The principal applications under the jurisdiction of the Data Processing Branch include appropriation control and payment of accounts, personnel control and payment of salaries, personnel control and payment of wages, cost analysis and distribution, taxation records, forest inventory, motor vehicle and drivers registration, student and education statistics, Alberta Medical Care Plan. Further applications will be programmed and brought into the Data Branch at appropriate future dates.

ALBERTA GOVERNMENT TELEPHONES COMMISSION

This Commission is primarily concerned with telephone service throughout the Province of Alberta and the operation of Radio Station CKUA.

The Officials in the Department are:

Minister of Labour and Telephones

General Manager

Assistant General Manager, Operations and Engineering

General Commercial Manager

General Traffic Manager

General Plant Manager

Chief Engineer

Comptroller.

These department officials direct the operation of the publicly owned telephone system of the Province, known as the Alberta Government Telephones Commission. This includes all long distance lines, and, with the exception of the City of Edmonton, all exchange subscribers lines within the Province. Numerous rural lines extending from and connected to the many exchange centers are owned and operated by some 1060 farmer-organized Mutual Telephone Companies.

The Alberta Government Telephones is a member of the Trans-Canada Telephone System, comprising the eight major telephone companies across Canada, with long distance talking facilities stretching from the Atlantic to the Pacific, by means of which Canadians may talk with each other anywhere across the Dominion entirely over Canadian lines. In addition, service is available to most countries or territories throughout the world as well as to ships on the high seas and some Airlines.

As far as Alberta is concerned, the following statistics will give some indication of the growth and expansion of the system during the comparatively short span of eleven years from 1951 to 1962.

	1951	1962
Miles of Poles	5,968	7,542
Miles of Aerial Wire	148,267	642,250
Miles of Underground Wire	97,574	716,812
Number of Exchanges Over 6,000 Stations	1	5
Number of Exchanges 1,500 to 6,000 Stations	3	18
Number of Exchanges 500 to 1,500 Stations	25	51
Number of Exchanges Under 500 Stations	298	318
Number of Exchange Stations	81,297	281,997
Number of Toll Stations	217	151
Number of Mutual Company Stations	35,419
Number of Stations other than A.G.T.	42,528	148,438
Total Stations—Province	148,533	465,854

90.2% of the total stations in Alberta are automatic or dial telephones.

CKUA is a non-commercial radio station, operated by the Department. From this station, well-organized programs of an educational and cultural nature are broadcast. Programs printed monthly for the guidance of listeners may be obtained by applying to CKUA, Edmonton.

THE WORKMEN'S COMPENSATION BOARD

The Workmen's Compensation Board, which was first set up in 1918, is made responsible for the administration of the Workmen's Compensation Act. This Act is one of the most important of our Industrial Acts. Its provisions and workings should be familiar to all boys and girls before leaving school because many of them will become "workmen" or employers and as such will be protected by this Act. The purpose of the Act is to provide compensation for the loss of earnings, medical treatment for workmen suffering "personal injury arising out of and in the course of their employment" and compensation for their dependents where death results. The Board and a large office staff are located at 10048 - 101A Avenue, Edmonton, with branch offices in Calgary, Lethbridge, Grande Prairie and Red Deer.

The chief officials are:

Chairman
Two Commissioners
Secretary
Comptroller
Chief Medical Officer
Chief Claims Officer
Chief Assessor

The work of the Board falls into three main divisions; Claims, Assessments, and Accident Prevention.

Claims

When a workman is injured at his work he is given medical attention and reports his accidents to his employer and to the Board. The employer himself advises the Board of the accident. The doctor attending the injured man must also forward periodic reports to the Board. The Board examines these reports and having satisfied itself that the workman sustained an accident coming within the scope of the Act, accepts the workman's claim. Provided the workman is disabled for more than the day of the accident he is paid compensation until he is marked fit to resume work. If the workman's injuries are such that when he is ready to resume work he still has a permanent disability he is awarded a pension for life, such pension being based on the degree of partial disability. The doctor and hospital bills are paid by the Board. About 50,000 accidents of various natures are reported to the Board each year.

Cases involving claims for compensation against the employer which were formerly taken to court by the workman, usually at great expense and delay, are now settled promptly and fairly by the Board.

Assessments

Who pays for this service? The industries themselves are made responsible for the benefits provided under The Workmen's Compensation Act and every employer under this Act contributes

according to the amount of the annual payroll and the classification of industry in which he is placed. The industries which come within the scope of the Act are listed and classified in Schedule I of the Act, the classification being according to the risks and dangers involved. Each year all employers are required to furnish the Board with their estimated and actual payrolls. They pay a certain percentage of that figure to the Board according to their classification. In the case of the lumber industry the assessment is based on the amount of lumber produced and not on the payroll as is done in all other industries.

The monies received by the Board are held in various funds and reserves to cover the cost of medical aid, compensation, pensions, disaster, silicosis, and so on.

Prevention of Accidents

It is much more humane and economical to prevent accidents, suffering and death, than to pay for the damage done. The Board is, therefore, empowered to inspect all places of employment to see that all machinery and appliances are safe, that proper safety precautions are taken to prevent accidents and that the safety appliances prescribed by law are in use, or to determine what more suitable safety devices are necessary. These inspectors also look into the health and sanitary conditions of places of employment. If an employer fails or neglects or refuses to install safety devices, etc., his place of employment may be closed by order of the Board, or other penalties can be imposed. Accident prevention education is carried on by the Board by means of personal calls, literature and motion pictures.

The prevention of accidents is cheap insurance when we consider that the accidents reported to the Board cost several million dollars annually.

The Workmen's Compensation Act

In order that the term "workman" may be clearly understood, Schedule I of the Workmen's Compensation Act is reprinted here. The industries listed under Schedule I, unless excluded or modified by orders published in The Alberta Gazette, come within the scope of the Act. The Board is empowered by the Act to add to withdraw or rearrange any of the industries which are or may be included in the schedules.

Schedule I

Coal mining; the operation of coke ovens and briquetting plants; mining other than coal-mining; lumbering; fishing; manufacturing; building; construction; engineering; transportation; irrigation; the construction and operation of electric power lines, power plants, water works and other public utilities; the manufacture, repair and servicing of motor vehicles; the operation of municipal police forces and municipal fire departments; navigation;

the operation of boats, ships, tugs and dredges; the operation of grain elevators and warehouses; the manufacture of tobacco and tobacco products and optical products; teaming; scavenging and street cleaning; painting, decorating and renovating; dyeing and cleaning; the operation of planing mills; flour milling; the operation of packing plants; printing; lithographing and engraving; the construction and operation of telephone and telegraph systems laundries run by mechanical power; excavation; well drilling; the operation of gas and oil wells and the laying, construction and operation of gas and oil pipe lines; operation and maintenance of freight and passenger elevators (including the work of janitors in buildings where such elevators are operated; quarrying; the operation of lumber yards and wood yards; the preparation, putting up, hauling and distributing of natural ice; the operation of hotels, restaurants, retail stores and commercial greenhouses; exhibition associations and the operation of theatres and of the business of moving pictures; and all and every occupation of work incidental to or connected with the industries or any of them enumerated in this Schedule, and by way of specific enumeration, but not so as in any way to interfere with or affect the generality of the preceding words thereof, the following classes of industries: (then follows a classified list of industries in Alberta).

CIVIL DEFENCE

1. Civil Defence/Emergency Measures in Alberta was established under the authority of the Civil Defence and Disaster Act (Chapter 43 Revised Statutes of Alberta 1955) and is administered by a Minister-in-Charge—currently (1964) the Minister of Public Welfare. A Cabinet Committee—consisting of the Premier and three Cabinet Ministers—with the Minister-in-Charge of Emergency Measures as Chairman, formulate policy, and its implementation is the responsibility of the Emergency Measures Co-ordinator and his staff.
2. Organization and development of Civil Defence/Emergency Measures is directed from Alberta Emergency Measures Organization Headquarters in Edmonton.
3. For emergency government purposes, Alberta is divided into three Zones, viz:
 - (a) Peace River Zone, with headquarters to be at Grande Prairie;
 - (b) Northern Zone, with headquarters to be at Camrose;
 - (c) Southern Zone, with headquarters to be at Olds.
4. The primary aims of the organization are to prevent unnecessary loss of life and to ensure the continuity of civil government during an emergency caused by war or natural disaster. To achieve these aims, the Alberta Emergency Measures Organization Headquarters promotes and assists in the organization of Civil Defence/Emergency Measures at the Municipal level of government.
5. Schools of instruction are conducted in Edmonton and throughout the Province to train municipal officials and volunteers in the principles and practices of the many subjects related to the establishment of an organization to deal with emergencies.
6. Close liaison is maintained with the Government of Canada, the Armed Services Civil Defence/Emergency Measures organizations of other provinces and with national and provincial organizations having parallel interests. Contact is also established with Civil Defence services in other parts of the British Commonwealth and in the United States.

THE PUBLIC UTILITIES BOARD

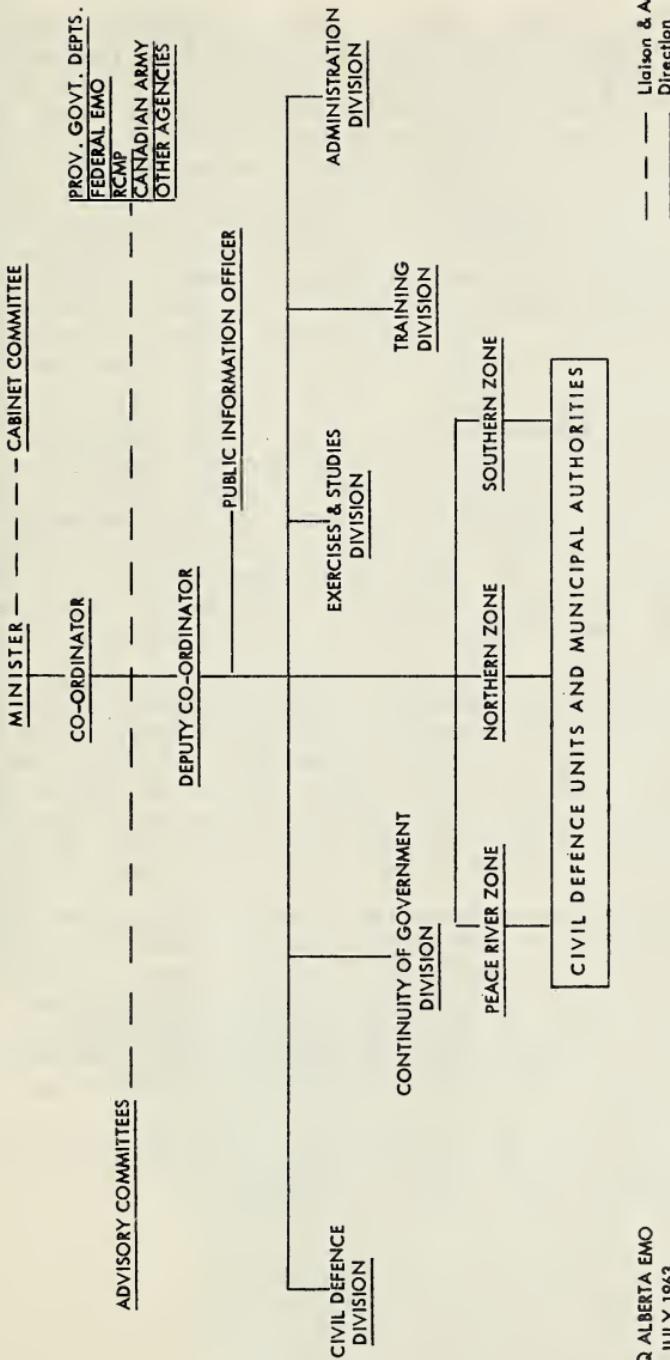
As its name implies the principal statute administered by the Board in The Public Utilities Board Act. Under that Act and The Gas Utilities Act the Board is responsible for the regulation of rates charged by all utility companies other than plants owned by cities and other municipalities.

Under the provisions of The Expropriation Procedure Act all matters concerning compensation for land and damages related to land expropriated come within the Board's jurisdiction for the purpose of fixing compensation.

Another phase of The Public Utilities Board Act is the control of Milk production and distribution. The Board is charged with responsibility of seeing that there is an orderly, uniform and regular supply of milk in the controlled areas. The Board sets the minimum price at which milk and milk products are sold to the consumer.

In addition there are several pieces of legislation under which the Board has an interest and responsibility. These Statutes include: The Irrigation Districts Act; The Industrial Wages Security Act; The School Act; The Municipal Hospitals Act; The Town and Village Act; The Municipal Districts Act; The Coal Mines Regulations Act; The Improvement Districts Act; The City Act; The Public Health Act; The Dairymen's Act; The Planning Act; The Water, Gas, Electric and Telephone Companies Act; The Mines and Minerals Act; The Water Resources Act; The Alberta Government Telephones Act.

ORGANIZATION CHART—ALBERTA EMERGENCY MEASURES ORGANIZATION



HQ ALBERTA EMO
26 JULY 1963

PROVINCIAL LIBRARY AND ARCHIVES

The Provincial Library, located in the Legislative Building, is primarily for the use of the members of the Legislature. During the session of the Legislature only the members of the Legislative Assembly may borrow books, but during the recess between sessions, through permission of the Speaker of the Assembly, civil servants and university students (under certain conditions) may borrow books. The public may use the library for reference services. The collection in the Provincial Library consists of approximately sixty thousand volumes; the principal subjects are general reference, history and geography, economics, political science, law, legislation, religion, philosophy, art as well as some literature and general fiction. Reference materials include the standard encyclopedias, statutes, parliamentary reports and many special books.

Newspaper holdings include all the daily and weekly newspapers of Alberta as well as some of the major daily and weekly newspapers from other parts of Canada. The daily newspapers of Alberta are obtained on microfilm every month and these, along with bound copies of former years, are used extensively for reference service. There is a microfilm reader in the Library for those wishing to use it. The Library has microfilms of some of the earlier newspapers of Alberta. The Library also receives over one hundred Canadian, British and American periodicals.

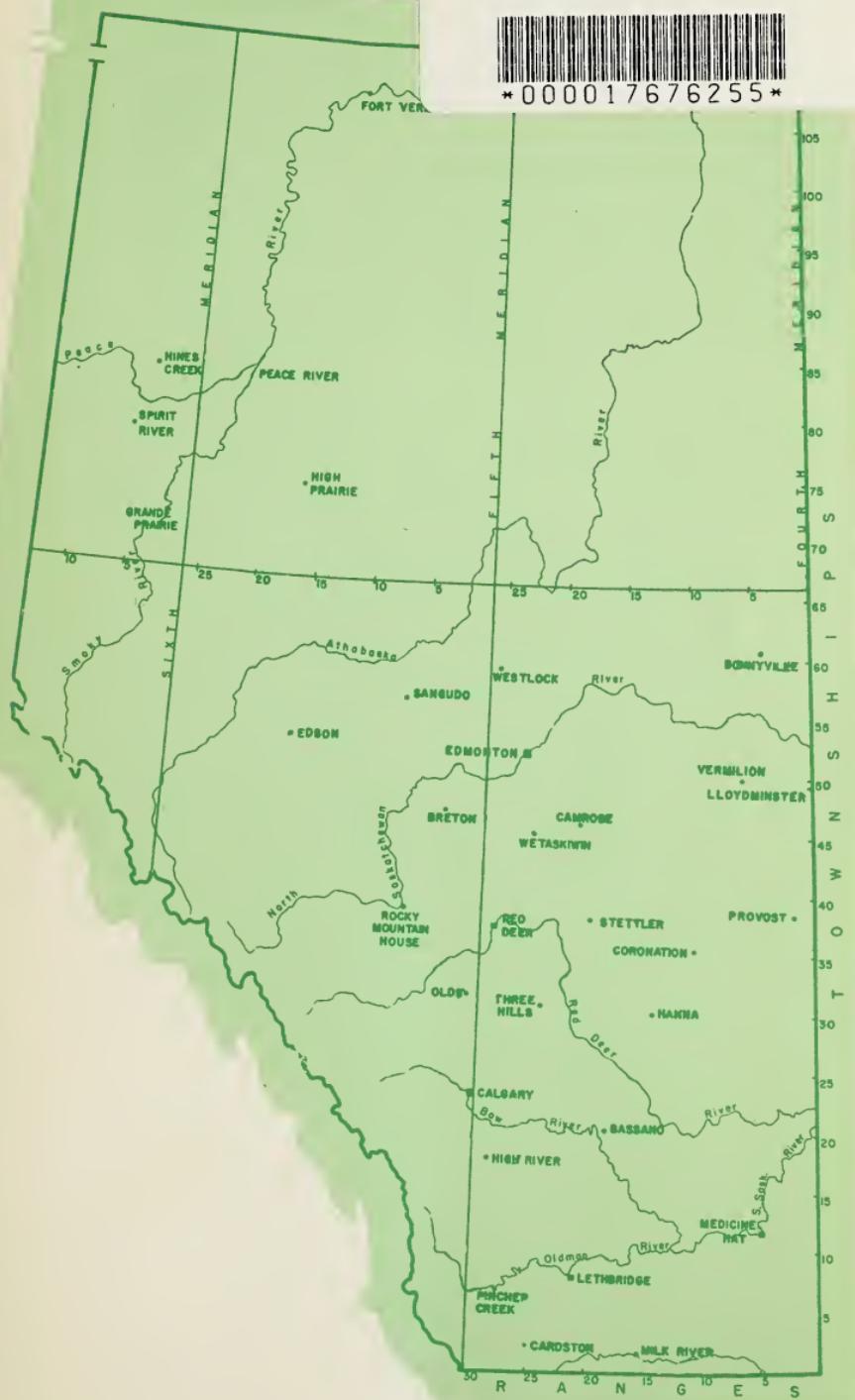
A number of manuscripts and special books are to be found among the rarer material. The manuscripts include the original copies of the Chipewyan and Dunvegan Journals, while among rare books is a copy of the Breeches Bible of 1594, Alexander Mackenzie's Voyages in the original edition, as well as the voyages of Samuel Hearne and a number of other early books of Western Canadiana. There are photostatic copies of the Books of Remembrance, the originals of which are in the Peace Tower at Ottawa.

Among the antiques are the original mace used in the Alberta Legislature from 1905 to 1955, the bench used by all the Lieutenant Governors of the North West Territories prior to Alberta becoming a province, and many smaller items such as the lock and key of Fort Edmonton, an altar bell, and many Indian relics. Interesting pictures are those of Fort Edmonton, pioneer, political and church leaders, and albums of photographs of early scenes and "old timers" of Alberta.

There is a library staff of four: the Provincial Librarian, the Assistant Librarian, and two clerks.



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